



SHIRE OF MENZIES

Minutes

**FOR THE ORDINARY MEETING OF COUNCIL
HELD ON**

21 DECEMBER 2021

Commencing at 1.00 pm

**At the Council Chambers
124 Shenton Street, Menzies**

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Menzies for any act or omission or statement or intimation occurring during this meeting.

It is strongly advised that persons do not act on what is heard at this meeting and should only rely on written confirmation of Council's decision, which will be provided within fourteen (14) days of this meeting.

FINANCIAL INTEREST

A financial interest occurs where a Councillor, or person with whom the Councillor is closely associated, has direct or indirect financial interest in the matter. That is, the person stands to make a financial gain or loss from the decision, either now or at some time in the future.

An indirect financial interest includes a reference to a financial relationship between that person and another person who requires a Local Government decision in relation to the matter.

Councillors should declare an interest:

- a) In a written notice given to the Chief Executive Officer (CEO) before the meeting; or
- b) At the meeting, immediately before the matter is discussed.

A member who has declared an interest must not:

- Preside at the part of the meeting relating to the matter; or
- Participate in or be present during the discussion of decision-making procedure relating to the matter unless the member is allowed to do so under Section 5.68 or 5.69 of the *Local Government Act 1995*.

Councillor Attendance
Shire of Menzies Council Meetings

Council Meeting Date	Attended in Person	Electronic Attendance	Leave of Absence	Apologies	Absent
29 July 2021	Cr G Dwyer Cr K Mader Cr J Lee Cr J Dwyer	Cr I Baird (Wongary) Cr S Baird (Wongary)			
26 August 2021	Cr G Dwyer Cr K Mader	Cr J Dwyer (Southern Cross) Cr I Baird (Wongary) Cr S Baird (Wongary)			
30 September 2021	Cr G Dwyer Cr I Baird Cr J Dwyer Cr K Mader Cr S Baird			Cr J Lee	
28 October 2021	Cr G Dwyer Cr I Baird Cr J Dwyer Cr S Baird Cr P Warner Cr A Tucker Cr S Sudhir				
25 November 2021	Cr G Dwyer Cr P Warner Cr A Tucker Cr S Sudhir		Cr J Dwyer	Cr I Baird Cr S Baird	

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1 DECLARATION OF OPENING

The Shire President declared the meeting open at 1.02pm.

2 ANNOUNCEMENT OF VISITORS

Nil.

3 RECORD OF ATTENDANCE

Councillors: Cr G Dwyer, Shire President
Cr I Baird, Deputy Shire President
Cr J Dwyer
Cr S Baird
Cr P Warner
Cr A Tucker
Cr S Sudhir

Staff: Mr B Joiner, Chief Executive Officer
Mr Antonio Giometti, Chief Financial Officer
Ms E Reitmajer, Executive Officer (Minutes)

4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

5 PUBLIC QUESTION TIME

Nil.

6 APPLICATION BY MEMBERS

Nil.

7 DECLARATIONS OF INTEREST

Cr Sudhir Sudhir declared a financial interest in Item 12.2.3 Northern Goldfields Liquor Accord as he is a hotel owner in Menzies.

The CEO declared an impartiality interest in Item 12.2.7 Donation Request - Menzies Community School, as he is the chairperson on the School Board.

8 NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

Nil.

9 CONFIRMATION/RECEIVAL OF MINUTES

CONFIRMATION of the Minutes of the Ordinary Council Meeting held on 25 November 2021.

(Provided under Separate Cover)

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held on 25 November 2021 be confirmed as a true and correct record.

COUNCIL DECISION:

Council Resolution Number:		CM-117	
Moved:	Cr P Warner	Seconded:	Cr S Sudhir

That the Minutes of the Ordinary Meeting of Council held on 25 November 2021 be confirmed as a true and correct record.

Carried	7 / 0
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For: Cr A Tucker, Cr G Dwyer, Cr I Baird, Cr J Dwyer, Cr P Warner, Cr S Baird and Cr S Sudhir
Against: Nil

10 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil.

11 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSION

PRESIDENT'S REPORT DECEMBER 2021

With the CEO I travelled to Kalgoorlie mid-afternoon on Tuesday 30th November to attend a Local Government Sundowner with the Minister for Housing and Local Government, The Hon John Carey. Other local governments that attended were City of Kalgoorlie-Boulder and Coolgardie, the low attendance enabled good discussions with the Minister and his advisors.

On Wednesday 1st December I took up an invitation to attend the Menzies Community School end of year assembly from the Principal, Mrs Megan Irving. I was pleased to be able to present the Citizenship Award on behalf of the Menzies Shire Council and Community to Lynnese Dimer, daughter of Leanine and Dwayne Dimer. A good rollup of parents and Community members made for a good event and a chance to meet again with Ali Kent, MLA, the member for Kalgoorlie.

Following the assembly the CEO and I joined in the WAYIG meeting via video conference from the Council Chambers. Another good presentation from CBH as well as robust general discussion on the low iron ore price and updates on various projects. The current iron ore price at 17th December 2021 is 113 USD/tonne up \$17 USD since my last report in late November.

Audit and Rick Committee Meeting held on the 10th December, attended by Crs Dwyer G, Dwyer J and Sudhir. During adjournment of the meeting an Audit Exit Meeting, via Video Conference representing RSM, David Wall, Senior Manager Pranjal Sudhir Bhate and Office of Auditor General Assistant Director Punith Perumal presented their findings.

Cr Baird, myself, CEO and Works Manager met in Kookynie on the 13th to assess proposed fencing of a portion of the Kookynie Townsite and airstrip.

The Briefing session was held on 14th December attended by myself, Cr Baird I, Cr Dwyer J and Cr Sudhir. A matter of importance, discussions on Local Roads and Community Infrastructure phase 3 expenditure of \$1.1m dollars, stimulus package from the Federal Government.

On 16th December, Cr Dwyer J and myself attended a very sad occasion, the funeral of a young woman, former employee of the Shire of Menzies, Tshintina Miller-Tucker. The service was conducted by Pastor Jarred Dimer and highlighted a message regarding problems and choices people are facing. The service and burial was attended by many past and current members of our Community. Our sincere condolences to her family and friends.

OFFICER RECOMMENDATION:

That the President's Report for the month of December 2021 be received.

COUNCIL DECISION:

Council Resolution Number:	CM-118
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Moved: Cr I Baird

Seconded: Cr J Dwyer

That the President's Report for the month of December 2021 be received.

Carried	7 / 0
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**For: Cr A Tucker, Cr G Dwyer, Cr I Baird, Cr J Dwyer, Cr P Warner, Cr S Baird
and Cr S Sudhir
Against: Nil**

12 REPORTS OF OFFICERS

12.1 Finance Reports

12.1.1	Audit report, findings and financial statement FY 20/21	
LOCATION	Shire of Menzies	
APPLICANT	Internal	
DOCUMENT REF	NAM528	
DATE OF REPORT	29 November 2021	
AUTHOR	Chief Executive Officer, Brian Joiner	
RESPONSIBLE OFFICER	Chief Executive Officer, Brian Joiner	
DISCLOSURE OF INTEREST	Nil	
ATTACHMENT	<ol style="list-style-type: none">1. D 21 21614 Opinion - Shire of Menzies - 30 June 2021 [12.1.1.1 - 3 pages]2. D 21 28788 Final Management Letter Attachment - Shire of Menzies - 30 June 2021 [12.1.1.2 - 11 pages]3. D 21 29272 Financial Statement- Shire of Menzies- For the year ended 30 June 2021 [12.1.1.3 - 50 pages]	

SUMMARY:

The audited Financial Statements and Audit Findings have been provided by the independent auditors. This paper provides Council with the documents for review.

BACKGROUND:

Local governments are subject to annual audits by agents appointed by the Office of the Auditor General (OAG).

The 2020/21 audit was conducted by RSM through site visits and via external means.

The Regulations require that the audit be completed and presented to the Audit & Risk Committee and Council prior to 31 December 2021.

An exit brief was conducted with staff and Councillors attending the Audit & Risk Committee held on 10 December 2021 via a video conference with the OAG and RSM.

COMMENT:

The Audited Financial Statements are presented to Council upon recommendation of the Audit Committee. The Audited Financial Statements will then be incorporated into the Annual Report to be presented at an Annual Electors Meeting.

CONSULTATION:

Office of the Auditor General.
RSM.
Moore Australia, consultants.
Antonio Giometti, CFO.

STATUTORY AUTHORITY:

Local Government Act 1995 s7.9 and s7.12(A).
Local Government (Audit) Regulations 1996 r10.

POLICY IMPLICATIONS:

There are no policy implications resulting from the recommendation of this report.

FINANCIAL IMPLICATIONS:

There are no financial implications resulting from the recommendation of this report.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
N/A		

STRATEGIC IMPLICATIONS:

4.2 An efficient and effective organisation.

4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER AND COMMITTEE RECOMMENDATION:

That Council adopts the 2020/2021 Audited Financial Statement.

COUNCIL DECISION:

Council Resolution Number:	CM-119
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Moved: Cr P Warner

Seconded: Cr S Sudhir

That Council adopts the 2020/2021 Audited Financial Statement.

Carried	7 / 0
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**For: Cr A Tucker, Cr G Dwyer, Cr I Baird, Cr J Dwyer, Cr P Warner, Cr S Baird
and Cr S Sudhir**
Against: Nil

12.1.2	Significant audit findings FY 20/21
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM529
DATE OF REPORT	10 December 2021
AUTHOR	Chief Executive Officer, Brian Joiner
RESPONSIBLE OFFICER	Chief Executive Officer, Brian Joiner
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. Significant Audit Findings Report - with prior [12.1.2.1 - 3 pages]

SUMMARY:

The audited Financial Statements and Audit Findings have been provided by the independent auditors. This paper provides Council with the significant findings from the Audit and planned actions to rectify the issues identified.

BACKGROUND:

Local governments are subject to annual audits by agents appointed by the Office of the Auditor General (OAG).

The 2020/21 audit was conducted by RSM with site visits and external means.

The *Local Government Act 1995* specifies certain duties of Local Government with respect to Audits:

- (3) *A local government must —*
 - (aa) *examine an audit report received by the local government; and*
 - (a) *determine if any matters raised by the audit report, require action to be taken by the local government; and*
 - (b) *ensure that appropriate action is taken in respect of those matters.*
- (4) *A local government must —*
 - (a) *prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and*
 - (b) *give a copy of that report to the Minister within 3 months after the audit report is received by the local government.*
- (5) *Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.*

COMMENT:

There was one (1) significant audit finding as detailed, with management actions, below:

Finding:

From a sample of 30 purchase transactions from the period of 1 July 2020 to 31 March 2021, six instances (20%) were identified where purchase orders were raised after the supplier invoice was received.

Purchase orders act as an internal approval and control mechanism to proceed with a purchase.

Rating: Significant Implication:

Purchases made without authorised purchase orders may increase the risk of unauthorised expenditure occurring and going undetected.

Recommendation:

The Shire should ensure all procurements are supported by dual authorised purchase orders which should be raised and issued prior to goods or services being received. They should contain all necessary details for matching with final invoices subsequently received from suppliers.

Management comment:

Purchase Orders (PO) are now raised upon the receipt of quotes, verbal or written. As specified in the Shire's Purchasing Policy. Standing POs are raised for purchases such as utilities or similar nature recurring procurements. Creditor Invoices are matched to POs and checked prior to payments.

Responsible position: Chief Financial Officer (CFO)
Completion Date: 31 December 2021

There was also one (1) significant audit finding that is open from the previous year's audit. It should be noted that the 19/20 FY audit was only received weeks before the interim audit commenced for 20/21 FY.

Findings 2021:

Prior year issue was not satisfactorily resolved as during our procurement testing, from a sample of 30 purchases made during the period 1 July 2020 to 31 March 2021, we noted 2 (6%) instances where there was insufficient documentation to indicate that the requisite number of quotations had been obtained and evaluated.

Findings 2020:

Prior year issue was not satisfactorily resolved as during our procurement testing, from a sample of 30 purchases made during the period 1 July 2019 to 31 March 2020, we noted 4 (13%) instances where there was insufficient documentation to indicate that the requisite number of quotations had been obtained and evaluated.

Section 4.2 Purchasing and Tenders of the Shire's purchasing policy requires that purchases within prescribed price ranges meet certain conditions in order to comply with the Local Government Act 1995 and accompanying regulations.

Findings 2019:

During our procurement testing, from a sample of 30 purchases made during the period 1 July 2018 to 31 March 2019, we noted 1 (3%) instance where there was insufficient documentation to indicate that the requisite number of quotations had been obtained and evaluated.

Rating: Significant (2020 and 2019: Moderate)**Implication:**

Non-compliance with the internal purchasing policy increases the risk of breaching Part 4 of the Local Government (Functions and General) Regulations 1996 and regulation 11A (3)(b) of the Local Government (Finance and General ledger) Regulations. There is a further risk of not achieving the objectives of 'Value for Money' as stated in Policy 4 Value for Money of the Shire's purchasing policy.

Recommendation:

The requirement for full compliance with the Shire's purchasing policy must be communicated to all staff and be closely monitored by management.

If instances arise where the Shire is unable to obtain the requisite number of quotations, the reasons should be recorded and attached to the purchase order at the time of the purchase being made.

Management comment

Procedures and process have been reviewed post the completion of the previous annual audit (circa mid-June 2021) and following the commencement of new CFO, Purchase Order requests present to the CEO and CFO must be in alignment with Shire's Purchasing and Delegations policies. All relevant information, such as quotes requested, obtained, assessed, OCM approvals where relevant, are checked prior to payments being made and attached to the final EFT payments held on file.

Responsible position: Chief Financial Officer (CFO)

Completion Date: 31 December 2021

CONSULTATION:

Office of the Auditor General.
RSM
Moore Australia, consultants.
Antonio Giometti, CFO.

STATUTORY AUTHORITY:

*Local Government Act 1995 S7.9 and S7.12(A).
Local Government (Audit) Regulations 16.*

POLICY IMPLICATIONS:

There are no policy implications resulting from the recommendation of this report.

FINANCIAL IMPLICATIONS:

There are no financial implications resulting from the recommendation of this report.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
N/A		

STRATEGIC IMPLICATIONS:

4.2 An efficient and effective organisation.

4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

VOTING REQUIREMENTS:

Simple Majority

OFFICER AND COMMITTEE RECOMMENDATION:

That Council adopts the significant audit findings report for FY 2020/2021.

COUNCIL DECISION:

Council Resolution Number:	CM-120
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Moved: Cr J Dwyer

Seconded: Cr I Baird

That Council adopts the significant audit findings report for FY 2020/2021.

Carried	7 / 0
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**For: Cr A Tucker, Cr G Dwyer, Cr I Baird, Cr J Dwyer, Cr P Warner, Cr S Baird
and Cr S Sudhir
Against: Nil**

12.1.3	Financial Management and Regulation 17 Reviews
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM530
DATE OF REPORT	29 November 2021
AUTHOR	Chief Executive Officer, Brian Joiner
RESPONSIBLE OFFICER	Chief Executive Officer, Brian Joiner
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	<ol style="list-style-type: none"> 1. Regulation 17 Report - Shire of Menzies - Final Report 29-10-2021 with Management Comments [12.1.3.1 - 18 pages] 2. FMR - Shire of Menzies - Final Report 29 October 2021 with Management Comments [12.1.3.2 - 15 pages]

SUMMARY:

To provide Council with the reports arising from the Financial Management Review (FMR) and Regulation 17 (Reg 17) audits.

BACKGROUND:

Avant Edge Consulting was engaged to undertake a financial management review of the Shire of Menzies's (the Shire) financial management systems and procedures as required to be undertaken at least once every 3 years as per the Regulation (5)(2)(c) of the *Local Government (Financial Management) Regulations 1996*.

Avant Edge Consulting was engaged to undertake a review of the Shire of Menzies's (the Shire) risk management, internal control and legislative compliance as required to be undertaken as per Regulation 17 of the *Local Government (Audit) Regulations 1996*.

As per Regulation 17(1), (2) and (3) of the *Local Government (Audit) Regulations 1996*, the Chief Executive Officer (CEO) is required to undertake a review, at least once every 3 financial years, of the following processes:

- Risk Management.
- Internal Control; and
- Legislative Compliance.

The review was conducted in accordance with Australian Auditing Standard *ASAE 3000 – Assurance Engagement other than Audits or Reviews of Historical Financial Information* which provides a limited assurance regarding the appropriateness and effectiveness of the Shire's management controls over its financial management systems and processes.

COMMENT:

In summary the following recommended actions, that should be considered and implemented by the CEO, were identified in the Reg 17 Audit:

- Implementation of fraud risk identification and prevention policies designed to bolster management control via the creation of a Fraud Prevention policy and the establishment of a Whistle Blower policy.
- Implementation of policies and procedures to ensure risks are continually identified and risks on the operational and strategic risk register are continually monitored and stated risk categories reviewed.
- Give consideration to ensuring that the quarterly legislative compliance checks that are to be undertaken via Moore Australia vary from quarter to quarter so that over time all of the legislative requirements are subjected to review. Although the CAR provides an annual compliance assessment, the CAR is only a snapshot of all the legislative compliances that is required to be complied with under the Local Government Act and associated Regulations.
- Although adequate management controls over procurement, payroll and accounts payable were found to be in place, additional controls and updating of the Shire's existing policies and procedures has been recommended.
- The Shire's information technology general controls require improvement. There is a need to ensure the following:
 - Continual assessment and review of user access. We found that the user access list has not been updated and currently reflects staff who no longer work at the Shire as having logon access.
 - The number of generic logons should be kept to a minimal and any unused generic logons should be deleted or suspended.
 - Staff passwords at present are not required to be changed on a regular basis. Changing passwords is a key control and should be encouraged.

Although the above are considered to be process improvement options, the auditor was happy to report that there were no high-risk matters that would require immediate attention by the Shire management.

Based on the FMR of the management controls and processes that exist at the Shire, nothing was identified that would indicate any high-risk management control matters that would require immediate attention by the Shire. Similar recommended actions were identified.

Actions have been put in place to address all of the identified weaknesses with most resulting in policies that were adopted by Council at the November OCM. Information technology controls are still in the process of being implemented.

CONSULTATION:

Santo Casilli, consultant auditor.
Antonio Giometti, CFO.

STATUTORY AUTHORITY:

Local Government (Financial Management) Regulations 1996 5(2)c.
Local Government (Audit) Regulations 1996 – Regulation 17.

POLICY IMPLICATIONS:

The following policies were adopted at the OCM of 25 November 2021 to address issues identified within the audits:

Policy 1.15 Public Interest Disclosure (Whistle-blower).
Policy 1.16 Fraud Risk Identification and Prevention.
Policy 2.6 Depreciation of Non-current Assets.
Policy 4.14 Contract Management.
Policy 4.15 Tender Evaluation.
Amended Policy 2.3 Annual Stocktake of Assets.
Amended Policy 4.2 Purchasing and Tenders.

FINANCIAL IMPLICATIONS:

Nil.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
N/A		

STRATEGIC IMPLICATIONS:

4.2 An efficient and effective organisation.

4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER AND COMMITTEE RECOMMENDATION:

That Council:

1. Adopts the Financial Management Review and Regulation 17 reports; and
2. Notes that actions have been taken to address identified weaknesses.

COUNCIL DECISION:

Council Resolution Number:	CM-121
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Moved: Cr S Sudhir

Seconded: Cr J Dwyer

That Council:

- 1. Adopts the Financial Management Review and Regulation 17 reports; and**
- 2. Notes that actions have been taken to address identified weaknesses.**

Carried	7 / 0
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For: Cr A Tucker, Cr G Dwyer, Cr I Baird, Cr J Dwyer, Cr P Warner, Cr S Baird and Cr S Sudhir
Against: Nil

12.1.4	Finance Report - November 2021
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM535
DATE OF REPORT	30 November 2021
AUTHOR	Chief Financial Officer, Antonio Giometti
RESPONSIBLE OFFICER	Chief Financial Officer, Antonio Giometti
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	<ol style="list-style-type: none"> 1. Monthly Financial Reports November 2021 [12.1.4.1 - 23 pages] 2. FIS - Financial Information November 2021 [12.1.4.2 - 13 pages]

SUMMARY:

Statutory Financial Reports are submitted to Council as a record of financial activity for the year to 30 November 2021.

BACKGROUND:

The *Local Government (Financial Management) Regulations 1996 r34* requires Local Government entities to prepare each month a Statement of Financial Activity reporting on the sources and application of funds, as set out in the Annual Budget under *Regulation 22(1)(d)*:

- The annual budget estimates;
- Budget estimates to the end of the month to which the statement relates. Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
- Any material variations between year to date for income and expenditure and the relevant budget provisions to the end of the relevant reporting period;
- Identify any significant areas where activity is not in accordance with budget estimates for the relevant reporting period;
- Include an operating statement;
- Include the net current assets; and
- Any other relevant reporting notes.

COMMENT:

This report contains annual budget, actual amounts of expenditure and income to the end of the month. It shows the material variances between the budget and actual amounts where they are not associated to timing differences, for the purpose of keeping Council informed of the current financial position.

CONSULTATION:

Nil.

STATUTORY AUTHORITY:

Local Government Act 1995 s6.4

Local Government (Financial Management) Regulations 1996, r34

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

As detailed in the Attachment.

RISK ASSESSMENT:

Nil.

STRATEGIC IMPLICATIONS:

4.2 An efficient and effective organisation.

4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council receives the Statement of Financial Activity for the period ending 30 November 2021 as attached and notes any material differences.

COUNCIL DECISION:

Council Resolution Number:	CM-122
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Moved: Cr P Warner

Seconded: Cr I Baird

That Council receives the Statement of Financial Activity for the period ending 30 November 2021 as attached and notes any material differences.

Carried	7 / 0
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**For: Cr A Tucker, Cr G Dwyer, Cr I Baird, Cr J Dwyer, Cr P Warner, Cr S Baird
and Cr S Sudhir
Against: Nil**

12.1.5	List of Payments - November 2021
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM536
DATE OF REPORT	30 November 2021
AUTHOR	Chief Financial Officer, Antonio Giometti
RESPONSIBLE OFFICER	Chief Financial Officer, Antonio Giometti
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. Creditors Payments - November 2021 [12.1.5.1 - 6 pages]

SUMMARY:

The list of payments made for the month of November 2021 be received by Council.

BACKGROUND:

Payments have been made by electronic funds transfer (EFT), direct transfer from Council's Municipal Bank account and duly authorised as required by Council Policy. These payments have been made under delegated authority to the Chief Executive Officer and are reported to Council.

COMMENT:

The EFT, Direct Debit, Credit Card and Payroll payments that have been made for the month of November 2021 are attached.

CONSULTATION:

Antonio Giometti, CFO.

STATUTORY AUTHORITY:

Local Government (Financial Management) Regulations 1996 r13.

POLICY IMPLICATIONS:

Policy 4.7 Creditors – Preparation for Payment.

FINANCIAL IMPLICATIONS:

\$1,832,900.44 withdrawn from Municipal Bank Account.

RISK ASSESSMENT:

Nil.

STRATEGIC IMPLICATIONS:

4.2 An efficient and effective organisation.

4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council receives the list of payments for the month of November 2021 totaling \$1,832,900.44 being:

1. Electronic Funds Transfer EFT 6481 – 6583, payments from Municipal Fund totaling \$1,681,191.37.
2. Direct Debit payments from the Municipal Fund totaling \$55,322.59.
3. Payroll payments from the Municipal Fund totaling \$94,733.28.
4. Credit Card payments of \$1,653.20 for the Statement Month of November are included in Direct Debits of \$55,322.59.

COUNCIL DECISION:

Council Resolution Number:	CM-123
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Moved: Cr J Dwyer

Seconded: Cr S Baird

That Council receives the list of payments for the month of November 2021 totaling \$1,832,900.44 being:

- 1. Electronic Funds Transfer EFT 6481 – 6583, payments from Municipal Fund totaling \$1,681,191.37.**

2. Direct Debit payments from the Municipal Fund totaling \$55,322.59.
3. Payroll payments from the Municipal Fund totaling \$94,733.28.
4. Credit Card payments of \$1,653.20 for the Statement Month of November are included in Direct Debits of \$55,322.59.

Carried	7 / 0
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For: Cr A Tucker, Cr G Dwyer, Cr I Baird, Cr J Dwyer, Cr P Warner, Cr S Baird
and Cr S Sudhir
Against: Nil

12.1.6	Investment Report - November 2021
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM537
DATE OF REPORT	30 November 2021
AUTHOR	Chief Financial Officer, Antonio Giometti
RESPONSIBLE OFFICER	Chief Financial Officer, Antonio Giometti
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	Nil

SUMMARY:

This item recommends Council receives the investment report for the month of November 2021.

BACKGROUND:

The Chief Executive Officer has delegated authority to invest funds into interest bearing accounts under Delegation 2.5 – Investment of Surplus Funds.

COMMENT:

Below are the current investments for the Shire of Menzies as at 30/11/2021:

INSTITUTION / ACCOUNT TYPE	SUM	TERM	DATE OF MATURITY	INTEREST RATE	RISK ASSESSMENT
NAB – Municipal	\$1,171,405.35	Open	Open		Medium
NAB – Reserve Fund – Cash Maximiser	\$12,303,752.97	Open	Open	0.010%	Medium
NAB – Cash Maximiser	\$3,529,540.67	Open	Open	0.010%	Medium

CONSULTATION:

Nil.

STATUTORY AUTHORITY:

Local Government Act

2.7 (2) *Without limiting subsection (1), the council is to —*

- (a) *oversee the allocation of the local government's finances and resources; and*
- (b) *determine the local government's policies.*

3.1. General function

- (1) *The general function of a local government is to provide for the good government of persons in its district.*

6.14 Power to invest

Local Government (Administration) Regulations

19C. Investment of money, restrictions on (Act s. 6.14(2)(a))

- (1) *In this regulation —*

authorised institution means —

- (a) *an authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or*
- (b) *the Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986;*
- (2) *When investing money under section 6.14(1), a local government may not do any of the following —*
 - (a) *deposit with an institution except an authorised institution;*
 - (b) *deposit for a fixed term of more than 3 years;*
 - (c) *invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;*
 - (d) *invest in bonds with a term to maturity of more than 3 years;*
 - (e) *invest in a foreign currency.*

POLICY IMPLICATIONS:

Council Policy 4.9 - Investments

Delegation 2.5 – Investment of Surplus Funds

FINANCIAL IMPLICATIONS:

Nil.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
There is always a certain risk in investment of funds as banking institutions are no longer the stable and unfailing institutions	Medium	Close management of investment. Close attention to financial

<p>they once were.</p> <p>The proposal is to closely manage the Shire's investments and avoid the possibility of loss on the investment.</p> <p>At the same time this proposal still seeks the safest and not necessarily the most profitable return on investments.</p>		<p>markets and information.</p> <p>Diversity of investments as much as possible.</p>
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STRATEGIC IMPLICATIONS:

4.2 An efficient and effective organisation.

4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council receives the investment report for the month of November 2021.

COUNCIL DECISION:

Council Resolution Number:	CM-124
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Moved: Cr P Warner

Seconded: Cr I Baird

That Council receives the investment report for the month of November 2021.

Carried	7 / 0
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For: Cr A Tucker, Cr G Dwyer, Cr I Baird, Cr J Dwyer, Cr P Warner, Cr S Baird and Cr S Sudhir

Against: Nil

12.1.7	Budget quarterly interim review
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM538
DATE OF REPORT	30 November 2021
AUTHOR	Chief Financial Officer, Antonio Giometti
RESPONSIBLE OFFICER	Chief Financial Officer, Antonio Giometti
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. Budget Review November 2021 [12.1.7.1 - 1 page]

SUMMARY:

This item provides the Council with an interim budget review as at 30 November 2021.

BACKGROUND:

This interim budget review was undertaken by the Chief Financial Officer in consultation with Moore Australia and the Accounts team.

It is based on comparison of actual revenue and expenditure information as of 30 November 2021 to interim budgets for the same period.

This review is extraordinary to the required budget review process and serves to ensure the Shire is operating with/close to set budgets and highlight any areas that require review or investigation.

COMMENT:

The interim budget review has shown:

1. Operating expenditure is circa \$974,682 less than budget. This can be attributed to some capital works and related expenditure items having been delayed or invoicing is not to hand at this stage for works undertaken. It also highlighted items that may require further budget review at the formal Mid-Year budget review.
2. Operating Income is circa \$758,534 below budget. Rates collections are better than budgeted, the shortfall in revenue for this period is attributed to Grant funding drawdown being dependent on the completion of works, some of which have been slow to commence.
3. Over-all the Year-to-Date actuals are \$214,148 less than budgeted.

4. In the Mid-Year reviews, each budget line will be reviewed, and adjustments sought where required or warranted, such as allocating sufficient budget to cover the Shire's Insurance Expenses (presently \$54,870 more than budgeted).

CONSULTATION:

Brian Joiner, CEO.
Garth Marland, Works Manager.
Moore Australia (Budget Review Template).

STATUTORY AUTHORITY:

Local Government (Financial Management) Regulations 1996 – r33A

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

As per the attached financial statements.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
N/A		

STRATEGIC IMPLICATIONS:

4.2 An efficient and effective organisation.

4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council notes the Interim Budget Review.

COUNCIL DECISION:

Council Resolution Number:	CM-125
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Moved: Cr J Dwyer

Seconded: Cr S Baird

That Council notes the Interim Budget Review.

Carried	7 / 0
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**For: Cr A Tucker, Cr G Dwyer, Cr I Baird, Cr J Dwyer, Cr P Warner, Cr S Baird
and Cr S Sudhir
Against: Nil**

12.1.8	Risk management updates December 2021	
LOCATION	Shire of Menzies	
APPLICANT	Internal	
DOCUMENT REF	NAM533	
DATE OF REPORT	06 December 2021	
AUTHOR	Chief Executive Officer, Brian Joiner	
RESPONSIBLE OFFICER	Chief Executive Officer, Brian Joiner	
DISCLOSURE OF INTEREST	Nil	
ATTACHMENT	<ol style="list-style-type: none"> 1. CONFIDENTIAL REDACTED - ME N 800 October 2021 Risk updates summary [12.1.8.1 - 2 pages] 2. CONFIDENTIAL REDACTED - Shire of Menzies - Draft Risk Profiles October 2021 [12.1.8.2 - 6 pages] 3. CONFIDENTIAL REDACTED - Menzies Risk Register October 2021 [12.1.8.3 - 8 pages] 	

Cr Scott Baird left the room at 1.47pm.

SUMMARY:

Summary of risk management activities since June 2021, including risk profile updates, summary report (as included in confidential attachments to the agenda).

BACKGROUND:

Prior to 30 June 2018, meetings with the Chief Executive Officers (CEO's) for the Shires of Leonora, Laverton, Menzies and Wiluna were held, where opportunities for collaboration and service sharing were discussed. From these meetings, it was considered a viable opportunity to further explore the possibility of engaging the services of a consultancy company to perform the Statutory Compliance Services for the four local governments, given many already engaged consultants to assist with a variety of work.

The Shires of Leonora, Laverton, Menzies and Wiluna supported proceeding to the tender stage for Statutory Compliance Services and subsequently the tender was awarded to Moore Stephens (now known as Moore Australia). This tender included risk management support services, and the delivery of statutory support and compliance services.

Since the service with Moore Australia commenced in 2018/19, the Shire has adopted an updated risk management policy which aligns to *AS/NZS ISO 31000:2018 Risk Management Guidelines*. A Risk Management Strategy was also prepared utilising the Principles, Framework and Process as defined within the standard. The Strategy considers the context of the Shire and conforms to the

requirements of the standard by providing the necessary guidance and direction to be followed by the Shire in its risk management activities and is aligned with the risk management policy.

COMMENT:

The Risk Management Strategy provides guidance and direction around risk management activities, including the assessment, prioritisation and communication of risk. This includes the reporting of risks through the Audit and Risk Committee. The tender response from Moore Stephens also set out the delivery of risk management services through quarterly 'dashboard reports', bi-annual 'summary reports' and an annual 'risk control assurance workshop'.

A risk control assurance workshop was held with the Northern Goldfields Compliance Group (NGCG) in February 2019, which assisted to set out activities over the next twelve months. The workshop included discussions around the examination, review and updating of risks, as well as themes/profiles, controls, and frameworks. The group requested a generic set of 'risk profiles' be developed by Moore Australia which could then be reviewed and updated to apply to individual local governments. These draft risk profiles were utilised to develop a draft risk register, which was created and populated as an extension to existing online registers service provided by Moore Australia. These activities formed the foundation for risk management activities to be reported and monitored to the Audit Committee.

In February and March 2021, Moore Australia conducted a site visit with the NGCG to review and update the risk profiles for each local government, and to populate the risk register with updated controls to calculate residual risks to be reported to the Audit Committee. Reviews were also performed offsite in June and August 2021, with a further on-site review in late September 2021.

Updates resulting from the most recent review to risk profiles have been utilised to further update the risk register. A summary of updates to the risk profiles, the risk register and risk profiles up to October 2021 were presented at a briefing session for the Committee's information. These documents are not circulated with agenda documents, as they include the controls to be implemented / actioned by the Shire in an effort to reduce risk levels. Publication of such information may adversely impact on risk management activities if published.

The risk summary report is intended to be provided bi-annually to the committee. This report enables analysis of what has changed for the organisation, and whether these changes result in new or emerging risks against each risk profile. This subsequently allows the risk register to be updated, and to summarise new risks or changes to existing risks for the committee. The risk summary report highlighting risk changes identified against each profile since the last review, including actions and treatments in place for high level risks, is attached.

A quarterly dashboard report is a progress report informing the committee with a summary of the current number of risks, unaddressed high-level risks, total new risks etc. The table below demonstrates the format of quarterly reports to the committee communicating risk movements.

Risk Category	No. of High or Extreme Rated Risks Identified	No. of High or Extreme Rated Risks after Treatment	No. of New Risks Identified (October 2021)	No. of Risks Closed (October 2021)
Performance	2	1	0	0
Environmental	2	2	0	0
Reputational Damage	2	0	0	0
Financial	4	1	0	0
Service Delivery / Business Interruption	5	2	0	0
Legislative / Regulatory / Policy/ Occupational Safety and Health	4	1	0	1

The risk register is to be also updated with applicable recommendations (including best practice initiatives) resulting from focus audits and other reports recently published by the Office of the Auditor General (OAG) relating to the local government sector, in consultation with staff.

Discussions with Moore Australia as well as future site visits will be undertaken to further update risk profiles, actions and treatments for the next reporting period. These reports will be updated for the next meeting for committee information.

CONSULTATION:

Moore Australia, consultants.

STATUTORY AUTHORITY:

Regulation 17.1 of the *Local Government (Audit) Regulations 1996* requires the CEO to monitor the appropriateness and effectiveness of systems and procedures in regard to risk management, internal controls and legislative compliance.

POLICY IMPLICATIONS:

The Risk Management Policy outlines the Shire's commitment and approach to managing risks impacting day-to-day operations and the delivery of strategic objectives.

FINANCIAL IMPLICATIONS:

Provision is included in the 2021/22 Adopted Budget for Moore Australia to deliver Statutory Compliance Services, including risk management, in line with the awarded tender.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
As per the attached risk statements.		

STRATEGIC IMPLICATIONS:

4.1 A strategically focused Council, leading our community.

4.1.1 Provide strategic leadership and governance.

4.2 An efficient and effective organisation.

4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

VOTING REQUIREMENTS:

Simple Majority

OFFICER AND COMMITTEE RECOMMENDATION:

That Council receives the summary of updates to the risk profiles, the risk register and risk profiles up to October 2021, and the above report updating risk management activities undertaken to date.

COUNCIL DECISION:

Council Resolution Number:	CM-126
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Moved: Cr P Warner

Seconded: Cr J Dwyer

That Council receives the summary of updates to the risk profiles, the risk register and risk profiles up to October 2021, and the above report updating risk management activities undertaken to date.

Carried	6 / 0
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For: Cr A Tucker, Cr G Dwyer, Cr I Baird, Cr J Dwyer, Cr P Warner and Cr S Sudhir
Against: Nil

12.1.9	Audit & Risk Committee - Terms of Reference
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM531
DATE OF REPORT	6 December 2021
AUTHOR	Chief Financial Officer, Antonio Giometti
RESPONSIBLE OFFICER	Chief Financial Officer, Antonio Giometti
DISCLOSURE OF INTEREST	Nil.
ATTACHMENT	1. So M Audit & Risk Committee To R [12.1.9.1 - 6 pages]

Cr Scott Baird reentered the room at 1.52pm.

SUMMARY:

The Shire of Menzies has established an Audit & Risk Committee and formalised new Audit & Risk Committee Terms of Reference (ToR).

BACKGROUND:

The Shire's audit, compliance and risk management is further enhanced and managed through the establishment of the Audit & Risk Committee.

The committee's primary objective is to support the Shire of Menzies in discharging its legislative responsibility associated with governing the Shire's affairs and overseeing the allocation of the Shire's finances and resources. The committee will promote transparency and accountability in the Shire's financial reporting and promote effective and responsible management of risks to protect the Shire's assets.

The ToR has been developed to facilitate the operation of the Audit & Risk Committee and is based on information provided from WALGA and six LGAs, in consultation with the CEO.

COMMENT:

The objectives of the Audit & Risk Committee are to oversee:

- The integrity of external financial reporting, including accounting policies;
- The scope of work, objectivity, performance and independence of the external auditor;
- The establishment, effectiveness and maintenance of controls and systems to safeguard the Shire's financial and physical assets;
- The framework and systems that are designed to ensure the Shire comply with relevant statutory and regulatory requirements;

- The framework for recognising risks arising from the Shire's operations and strategies and consider the adequacy of measures taken to manage those risks; and
- The framework and systems which protect the Council against fraud and irregularities.

The committee must also add to the credibility of Council by promoting ethical standards through its work.

The ToR includes a mechanism for appointing an independent member on the Committee, to further enhance the committee's experience and leadership skills and allow for wholesome oversight of internal audit, governance, risk management and internal control practices.

CONSULTATION:

Brian Joiner, CEO.
WALGA.

STATUTORY AUTHORITY:

Local Government Act 1995 s6.4

Local Government (Financial Management) Regulations 1996, r34

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Nil.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
N/A		

STRATEGIC IMPLICATIONS:

4.2 An efficient and effective organisation.

4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

VOTING REQUIREMENTS:

Simple Majority

OFFICER AND COMMITTEE RECOMMENDATION:

That Council adopts the Audit & Risk Committee Terms of Reference.

COUNCIL DECISION:

Council Resolution Number:	CM-127
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Moved: Cr S Sudhir

Seconded: Cr J Dwyer

That Council adopts the Audit & Risk Committee Terms of Reference.

Carried	7 / 0
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**For: Cr A Tucker, Cr G Dwyer, Cr I Baird, Cr J Dwyer, Cr P Warner, Cr S Baird
and Cr S Sudhir**

Against: Nil

12.1.10	Purchasing - internal audit and review
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM532
DATE OF REPORT	6 December 2021
AUTHOR	Chief Financial Officer, Antonio Giometti
RESPONSIBLE OFFICER	Chief Financial Officer, Antonio Giometti
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	Nil

SUMMARY:

The Shire of Menzies has undertaken to review Governance/Compliance controls to ensure their effectiveness and mitigate risks for the Shire.

BACKGROUND:

The Shire's preferred method of purchasing/payment is via the obtaining of Quotes, aligning proposed expenditure to budget(s), raising a Purchase Order (PO), acknowledging receipt of good/services in a good and fit to use manner, and then initiating payments to Creditors via the Shire's Banks online payments.

These processes are governed by the following policies:

- Policy 4.2 – Purchasing and Tenders
- Policy 4.10 – Financial Management – Payments of Accounts & Purchasing Authority Limits
- Policy 4.15 – Tender Evaluation Policy

COMMENT:

A review was undertaken to identify any gaps in the process and provide more stringent controls. The table below outlines the current process.

Current Controls
Identify items to be purchased
Obtain quotes/pricing as per Policy 4.2 – Purchasing and Tenders <ul style="list-style-type: none"> • Objectives • Ethics & Integrity • Value for money • Purchasing thresholds • Emergency Purchases • Unique Nature of Supply • Anti-avoidance • Contracts Renewals, Extensions & Variations • Sustainable procurement

<ul style="list-style-type: none"> • Panels of Pre-qualified Suppliers • Record Keeping • Purchasing Policy Non-Compliance
Budget is checked
Purchase is evaluated as per: Policy 4.2 – Purchasing and Tenders Policy 4.15 – Tender Evaluation Policy
If there is not budget allocation or the cost center is at budget level, review of other complementary/similar budget line codes undertaken so as to see if re-allocation can be done
If within Budget, and within purchase/tender policies, then purchase is progressed
Purchase Order (PO) is raised
Executed by either CEO/CFO, within their approval limits Policy 4.10 – Financial Management – Payments of Accounts & Purchasing Authority Limits
Supplier PO is provided to the supplier
Goods/Service collected/delivered
Receipt of goods/service confirmed Policy 4.7 – Creditors Preparation for Payment
Invoice matched to PO

Following the review of these processes it was regarded that the processes are contemporary and provide strong compliance and audit of the purchasing process, and are in alignment with the Shire's policies and the *Local Government Act 1995*. No changes are required this review period.

CONSULTATION:

Nil.

STATUTORY AUTHORITY:

Local Government Act 1995 s 6.4

Local Government (Financial Management) Regulations 1996, r34

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Nil.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
N/A		

STRATEGIC IMPLICATIONS:

4.2 An efficient and effective organisation.

4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

VOTING REQUIREMENTS:

Simple Majority

OFFICER AND COMMITTEE RECOMMENDATION:

That Council notes the actions taken to ensure the risk of fraudulent transactions are minimised and all payments from the Shire's bank accounts are checked, authorised and are made within accordance with the *Local Government Act 1995*, the Shire's purchasing policies and with good governance.

COUNCIL DECISION:

Council Resolution Number:	CM-128
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Moved: Cr I Baird

Seconded: Cr S Baird

That Council notes the actions taken to ensure the risk of fraudulent transactions are minimised and all payments from the Shire's bank accounts are checked, authorised and are made within accordance with the *Local Government Act 1995*, the Shire's purchasing policies and with good governance.

Carried	7 / 0
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For: Cr A Tucker, Cr G Dwyer, Cr I Baird, Cr J Dwyer, Cr P Warner, Cr S Baird and Cr S Sudhir

Against: Nil

12.2 Administration Reports

12.2.1	Adoption of draft Annual Report 2020/21 FY	
LOCATION	Shire of Menzies	
APPLICANT	Internal	
DOCUMENT REF	NAM539	
DATE OF REPORT	29 November 2021	
AUTHOR	Chief Executive Officer, Brian Joiner	
RESPONSIBLE OFFICER	Chief Executive Officer, Brian Joiner	
DISCLOSURE OF INTEREST	Nil	
ATTACHMENT	1. Shire of Menzies - Annual Report 2020-2021 - DRAFT [12.2.1.1 - 76 pages]	

SUMMARY:

The purpose of this report is for Council to accept the draft Annual Report for the 2020/21 FY.

BACKGROUND:

The Local Government Act (s5.54) (1) requires the local government to accept its Annual Report by 31 December after that financial year. The Audit Report for 2020/2021 FY was received on 10 December 2021.

Additionally, the Local Government Act 1995 stipulates the Local Government must hold a General Meeting of Electors not more than 56 days after accepting the Annual Report.

By adopting the annual report at this OCM and holding an Electors Meeting on 27 January 2021, all the requirements of the Act and Regulations will be met.

COMMENT:

Nil.

CONSULTATION:

Office of the Auditor General.
RSM, auditors.
Antonio Giometti, CFO.

STATUTORY AUTHORITY:

Local Government Act 1995 s5.27; 5.53; 5.54; 5.55; 5.55A
Local Government (Financial Management) Regulations r5.54(1) & (2)

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Nil.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
N/A		

STRATEGIC IMPLICATIONS:

4.2 An efficient and effective organisation.

4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council:

1. Accepts the draft Annual Report for the Financial Year 2020/2021; and
2. Approves an Electors Meeting to be held at 5:00pm on 27 January 2022 in the Menzies Town Hall.

COUNCIL DECISION:

Council Resolution Number:	CM-129
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Moved: Cr J Dwyer

Seconded: Cr I Baird

That Council:

- 1. Accepts the draft Annual Report for the Financial Year 2020/2021; and**
- 2. Approves an Electors Meeting to be held at 5:00pm on 27 January 2022 in the Menzies Town Hall.**

Carried	7 / 0
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For: Cr A Tucker, Cr G Dwyer, Cr I Baird, Cr J Dwyer, Cr P Warner, Cr S Baird and Cr S Sudhir
Against: Nil

The Chief Financial Officer left the meeting at 2.03pm.

12.2.2	RFT 05/21 Lady Shenton Building Repairs
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM540
DATE OF REPORT	14 December 2021
AUTHOR	Chief Executive Officer, Brian Joiner
RESPONSIBLE OFFICER	Chief Executive Officer, Brian Joiner
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. CONFIDENTIAL REDACTED - 920 Menzies Confidential Tender Assessment Report RFT 05-2021 Lady Shenton Building Repairs (Ver 1) [12.2.2.1 - 16 pages]

SUMMARY:

This report provides a recommendation to Council for award of RFT 05/21 for the Lady Shenton Building Repairs.

BACKGROUND:

On 18 September 2021, the Shire of Menzies called tenders from suitably qualified and experienced registered building contractors to undertake repair and restoration work required for the Lady Shenton Building 37 Shenton Street, Menzies.

The Shire engaged the services of Core Business Australia Pty Ltd (CORE) to prepare the Request for Tender (RFT) documentation and compile the RFT specification. CORE ran the tender utilising CORE's Tenderlink Tender Portal.

The tender was advertised in Saturday's West Australian in the local government tender section and Saturday's Kalgoorlie Miner on 18 September 2021.

Two (2) responses were received at the time of closing. Both Tenders were assessed as compliant. Tenders were received from:

- HI Constructions (Aust) Pty Ltd.
- Zenacon Pty Ltd.

COMMENT:

Tenders were assessed by a tender assessment panel that comprised:

- Brian Joiner, CEO.
- Shane Hearn, BMO.

- Bruce Lorimer, Consultant.

Each tender was assessed in relation to the following:

- Compliance with the conditions of tendering (compliance criteria);
- Responses provided addressing the qualitative criteria set out in the request for tender (Qualitative Criteria) - 60%; and
- Price (Price Criteria) - 40%.

The Qualitative Criteria used for the tender was:

Qualitative Criteria	Weighting
Relevant Experience	20%
Proposed Offering	20%
Project Program & Practical Completion	20%

The Confidential Tender Assessment Report forms an attachment to this report. A summary of the assessment is provided below:

Tenderer	Assess Yes / No	Relevant Experience 20%	Proposed Offering 20%	Project Program & Practical Completion 20%	Price 40%	Total Score Out of 5	Rank
HI Constructions (Aust.) Pty Ltd	Yes	0.87	0.80	0.73	2.00	4.40	1
Zenacon Pty Ltd	Yes	0.60	0.50	0.48	0.00	1.58	2

Based on the assessment the tender assessment panel resolved to recommend to Council that the tender be awarded to HI Constructions (Aust) Pty Ltd.

The tendered prices are over the current budget for the project. Within the original scope that included three (3) separable portions the shortfall in budget is \$82,498 (ex GST).

It should be noted that while HI Construction submitted the lowest overall price, the Shire does not have sufficient budget to cover the total scope of work to include the three separable portions. If Council decides to only proceed with Portion A & B HI Construction's tendered price is \$42k higher than Zenacon's price.

CONSULTATION:

Shane Hearn, BMO.
Bruce Lorimer, Consultant.

STATUTORY AUTHORITY:

Local Government Act 1995
Local Government (Functions and General) Regulations 1996 r.11

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

The total budget for the project is \$299,000.

The tendered amount of \$381,498 (ex GST) for the three (3) separable portions results in a shortfall of \$82,498.

The tendered amount of \$310,548 (ex GST) for the two (2) separable portions (A and B) results in a shortfall of \$11,548.

The Building Reserve has a balance of \$1,994,976 budgeted for the end of FY 2021/22. A transfer from the building reserve would be required to cover the shortfall.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Project costs exceed allocated budget.	Medium.	Negotiation of all variables before execution of contracts.

STRATEGIC IMPLICATIONS:

1.1 An engaged and inclusive community.

1.1.3 Provide, maintain and improve community facilities.

2.2 An attractive destination for visitors.

2.2.1 Promote our natural attractions and heritage sites as part of a regional approach.

2.2.2 Maintain and enhance our local attractions.

2.2.3 Continue to provide and maintain visitor support services.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council:

1. Awards RFT 05/2021 for the Lady Shenton Building Repairs to HI Constructions (Aust) Pty Ltd for \$310,548 (ex GST) being for separable portions A and B;
2. Approves a transfer of \$41,000 from the Building Reserve to Project BC028 Lady Shenton/CRC Lot 41 (37) Shenton St – Building to cover expenses to date, tendered price and contingency;
3. Delegates the formation of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry to Contract; and
4. Delegates authority to the Chief Executive Officer to negotiate any provisional items included in the RFT Pricing Schedule to a value of 10% of the total contract value as required.

COUNCIL DECISION:

Council Resolution Number:	CM-130
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Moved: Cr P Warner

Seconded: Cr J Dwyer

That Council:

1. Awards RFT 05/2021 for the Lady Shenton Building Repairs to HI Constructions (Aust) Pty Ltd for \$310,548 (ex GST) being for separable portions A and B;
2. Approves a transfer of \$41,000 from the Building Reserve to Project BC028 Lady Shenton/CRC Lot 41 (37) Shenton St – Building to cover expenses to date, tendered price and contingency;
3. Delegates the formation of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry to Contract; and
4. Delegates authority to the Chief Executive Officer to negotiate any provisional items included in the RFT Pricing Schedule to a value of 10% of the total contract value as required.

Carried	7 / 0
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For: Cr A Tucker, Cr G Dwyer, Cr I Baird, Cr J Dwyer, Cr P Warner, Cr S Baird and Cr S Sudhir
Against: Nil

12.2.3	Northern Goldfields Liquor Accord
LOCATION	Shire of Menzies
APPLICANT	External
DOCUMENT REF	NAM541
DATE OF REPORT	29 November 2021
AUTHOR	Chief Executive Officer, Brian Joiner
RESPONSIBLE OFFICER	Chief Executive Officer, Brian Joiner
DISCLOSURE OF INTEREST	Cr Sudhir Sudhir declared a financial interest as he is a hotel owner in Menzies.
ATTACHMENT	1. Northern Goldfields Liquor Accord Terms or Reference November 20 [PD61] [12.2.3.1 - 10 pages]

Cr Sudhir Sudhir left the room at 2.10pm.

The meeting was adjourned at 2.28pm.

The meeting recommenced at 2.42pm.

SUMMARY:

To provide Council with a draft *Northern Goldfields Liquor Accord* for endorsement.

BACKGROUND:

The *Northern Goldfields Liquor Accord* is a co-operative arrangement aimed at developing safe and well managed environments in and around licensed premises in the Northern Goldfields.

The Accord is part of an overall strategy that seeks to achieve a standard of practice that assists in fostering a responsible drinking culture; ensure safety in the local community; and promote effective communication and problem solving between licensees and key stakeholders.

The *Northern Goldfields Liquor Accord* encourages the adoption of a range of positive and effective community-based harm minimisation and prevention strategies aimed at reducing crime, violence and antisocial behaviour stemming from the excessive consumption of liquor.

COMMENT:

There are two (2) licensed venues within the Shire of Menzies that would come under the Liquor Accord being the Menzies Hotel and the Grand Hotel of Kookynie. The

decision to join the Liquor Accord is solely the responsibility of the licensee of each venue.

Shire officers have cooperated in the drafting of the accord to facilitate strategies to avoid harm through alcohol abuse and anti-social behaviour as a result of alcohol abuse. Cooperation between the five (5) Shires involved is aimed at providing a unified approach to the problems previously mentioned.

A Liquor Accord is not a solution in its own right and it should be noted that the Banned Drinkers Register (BDR) and Takeaway Alcohol Management System (TAMS) will also be rolled out in the Northern Goldfields in December 2021.

CONSULTATION:

Western Australia Police.
Shire of Laverton.
Shire of Leonora.
Shire of Ngaanyatjaraku.
Shire of Wiluna.

STATUTORY AUTHORITY:

Liquor Control Act 1988.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Nil.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
N/A		

STRATEGIC IMPLICATIONS:

1.2 A healthy and safe community.

1.2.3 Support community health and wellbeing initiatives.

4.1 A strategically focused Council, leading our community.

4.1.1 Provide strategic leadership and governance.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council endorses the Northern Goldfields Liquor Accord.

COUNCIL DECISION:

Council Resolution Number:	CM-131
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Moved: Cr J Dwyer

Seconded: Cr P Warner

That Council receives the Northern Goldfields Liquor Accord.

Carried	6 / 0
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For: Cr A Tucker, Cr G Dwyer, Cr I Baird, Cr J Dwyer, Cr P Warner and Cr S Baird

Against: Nil

Cr Sudhir Sudhir reentered the room at 2.10pm.

12.2.4	Darlot native title claim WAD 142 of 2018
LOCATION	Shire of Menzies
APPLICANT	External
DOCUMENT REF	NAM507
DATE OF REPORT	09 November 2021
AUTHOR	Chief Executive Officer, Brian Joiner
RESPONSIBLE OFFICER	Chief Executive Officer, Brian Joiner
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	<ol style="list-style-type: none"> 1. CONFIDENTIAL REDACTED - 211108 Draft v 6 MCDNT Darlot WAD 142 of 2018 for circulation 8 November [12.2.4.1 - 80 pages] 2. Darlot s 47 B [12.2.4.2 - 1 page]

Cr Andrew Tucker had previously declared a financial interest in this matter, however has since advised he no longer has a financial interest.

SUMMARY:

This paper provides Council with information regarding the Darlot Native Title Determination WAD 142 of 2018.

BACKGROUND:

A native title claim has been filed in relation to the area contained in Attachment 12.2.8.2 of this report.

It is now proposed that the claim be resolved by way of a consent determination. This would be an agreement by the State and the claimant group that native title rights exist in the determination area. The consent determination avoids the need for a full hearing.

Squire Patton Boggs was retained by the Shires of Menzies, Leonora and Laverton in regard to this matter.

COMMENT:

Regarding a specific area, the claimants have satisfied the requirements of section 47B *Native Title Act 1993 (Cth)* in respect of the eastern portion of Lake Ballard (that is, they have proved a connection to the area, sufficient to establish exclusive native title over the area). However, it is not the whole Lake, and does not include the area where the Gormley statues are located. The determination will only cover the salt lake surface of the eastern part of the Lake. The determination will not affect the rights of the surrounding pastoralists, nor the public/tourists' ability to walk around the Lake.

An objection by the Shire would have no affect and the consent determination would still go ahead.

The final minute for signing is expected on 10 December 2021.

CONSULTATION:

Squire Patton Boggs, Legal Advisor.

STATUTORY AUTHORITY:

Native Title Act 1993 (Cth).

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Nil.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
N/A		

STRATEGIC IMPLICATIONS:

4.1 A strategically focused Council, leading our community.

4.1.1 Provide strategic leadership and governance.

4.2 An efficient and effective organisation.

4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council endorses the CEO, through legal representation, executing the Minute of Proposed Consent Determination of Native Title WAD 142 of 2018 on behalf of the Shire of Menzies.

COUNCIL DECISION:

Council Resolution Number:	CM-132
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Moved: Cr J Dwyer

Seconded: Cr I Baird

That Council endorses the CEO, through legal representation, executing the Minute of Proposed Consent Determination of Native Title WAD 142 of 2018 on behalf of the Shire of Menzies.

Carried	7 / 0
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For: Cr A Tucker, Cr G Dwyer, Cr I Baird, Cr J Dwyer, Cr P Warner, Cr S Baird and Cr S Sudhir

Against: Nil

12.2.5	LRCI Phase 3 Allocations
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM542
DATE OF REPORT	05 November 2021
AUTHOR	Chief Executive Officer, Brian Joiner
RESPONSIBLE OFFICER	Chief Executive Officer, Brian Joiner
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	<ol style="list-style-type: none"> 1. WA - Shire of Menzies - LRCI 3 GA [12.2.5.1 - 25 pages] 2. LRCI Phase 3 - Funding Ideas for Menzies - 2021-22 [12.2.5.2 - 3 pages]

SUMMARY:

To seek Council determination for the use of funding obtained under the Local Roads and Community Infrastructure (LRCI) Phase 3 allocations.

BACKGROUND:

On 20 October 2021 the Deputy Prime Minister approved the Program Guidelines for Phase 3 of the Local Roads and Community Infrastructure Program. On 21 October 2021 the Department sent the Shire an email attaching the approved Phase 3 Program Guidelines together with the Work Schedule Project Nomination Template.

Under the LRCI Phase 3 grant, the Shire of Menzies has been allocated \$1,094,890 for spending on projects that conform to the guidelines. There is no co-contribution required from the Shire for these projects.

The projects must be undertaken between 01 January 2022 and 30 June 2023 with all costs acquitted by 31 December 2023.

The grant guidelines that detail what is an eligible project are attached to this report.

COMMENT:

The ability to source trades and specialist contractors has meant that projects identified under LRCI Phase 1 and 2 are still being delivered. As such, it is important that projects for LRCI Phase 3 are identified early to maximise the time available for completion.

Council has previously allocated projects under LRCI Phase 1 and 2 across the Shire, providing benefit to as many residents as possible.

Projects that Council may wish to consider include:

- Allocation to Recreation Reserve 3973, to replace funds that were reallocated in 2021 - \$50,000.
- Menzies CCTV - \$100,000.
- Replacement and installation of new Golden Quest Trail signage - \$100,000.
- Installation of shade structures, seating and BBQs at various locations - \$100,000.
- Replacing fencing at the Railway Dam, Menzies - \$100,000.
- Sealing a parking area adjacent to public toilets (southern end of Menzies) - \$100,000.
- Conversion of the church building for a community use through EOI - \$200,000.
- Town of Menzies sewerage system - \$3.5M.
- Other projects as per attachment.

CONSULTATION:

This paper is provided as budgetary consultation with Councillors.

STATUTORY AUTHORITY:

Local Government Act 1995.

Local Government (Financial Management) Regulations 1996.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

The LRCI Phase 3 funding of \$1,094,890 has been included in budgets for FY 2021/22. The funding has not been allocated to any specific projects.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Inability to acquit all funding in the required timeframes.	Medium.	Early identification of projects.

STRATEGIC IMPLICATIONS:

4.1 A strategically focused Council, leading our community.

4.1.1 Provide strategic leadership and governance.

4.1.2 Effectively represent, promote and advocate for the community and district.

4.2 An efficient and effective organisation.

4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

4.2.2 Provide appropriate services to the community in a professional and efficient manner.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council:

1. Approves funding from the Local Roads and Community Infrastructure Phase 3 grants to the following projects;
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
2. Notes that Council approval will be sought for budget allocations when detailed costings are obtained.

COUNCIL DECISION:

That the item be tabled pending further discussion.

12.2.6	Local Government Reform - consultation on proposed changes
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM543
DATE OF REPORT	29 November 2021
AUTHOR	Chief Executive Officer, Brian Joiner
RESPONSIBLE OFFICER	Chief Executive Officer, Brian Joiner
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	<ol style="list-style-type: none"> 1. 072 LG Act Reform- fact sheets October 2021 081121 [12.2.6.1 - 6 pages] 2. Detailed Local Government Reforms Table Shire of Menzies [4BTJ] [12.2.6.2 - 29 pages]

SUMMARY:

To provide Council with proposed responses to the consultation on the Local Government reform package.

BACKGROUND:

The Honourable John Carey MLA, Minister for Housing and Local Government, announced a Local Government reform package that is out for consultation until 25 February 2022. The Local Government reform fact sheet is attached to this report.

The reform is based on six (6) major themes:

1. Earlier intervention, effective regulation and stronger penalties
2. Reducing red tape, increasing consistency and simplicity
3. Greater transparency and accountability
4. Stronger local democracy and community engagement
5. Clear roles and responsibilities
6. Improved financial management and reporting.

A large focus on the new reform is oversight and early intervention where there are significant problems arising within a local government. The introduction of new intermediate powers for intervention will increase the number of tools available to more quickly address problems and dysfunction within local governments. This will deliver significant benefits for small business, residents and ratepayers, industry, elected members and professionals working in the sector.

These reforms are based on extensive consultation undertaken over the last five years, and have been developed considering:

1. The Local Government Review Panel Final Report (mid 2020)
2. The City of Perth Inquiry Report (mid 2020)

3. Department of Local Government, Sport and Cultural Industries (DLGSC) consultation on Act Reform (2017-2020)
4. The Victorian Local Government Act 2020 and other State Acts
5. The Parliament's Select Committee Report into Local Government (late 2020)
6. Western Australian Local Government Association (WALGA) Submissions
7. Direct engagement with local governments
8. Correspondence and complaints
9. Miscellaneous past reports.

COMMENT:

The attached comments to the reform are proposed by officers as a position to be submitted on behalf of the Shire of Menzies. It is recognised that individual Councillors and officers may have opinions that are different to the majority.

Councillors and officers may also provide individual submissions.

CONSULTATION:

This report forms the basis of consultation with Councillors.

STATUTORY AUTHORITY:

Local Government Act 1995.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Nil.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
N/A		

STRATEGIC IMPLICATIONS:

4.2 An efficient and effective organisation.

4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council endorses the submission to the Local Government reform package consultation.

COUNCIL DECISION:

Council Resolution Number:	CM-133
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Moved: Cr J Dwyer

Seconded: Cr I Baird

That Council endorses the submission to the Local Government reform package consultation.

Carried	7 / 0
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For: Cr A Tucker, Cr G Dwyer, Cr I Baird, Cr J Dwyer, Cr P Warner, Cr S Baird and Cr S Sudhir
Against: Nil

12.2.7	Donation request - Menzies Community School
LOCATION	Shire of Menzies
APPLICANT	External
DOCUMENT REF	NAM544
DATE OF REPORT	29 November 2021
AUTHOR	Chief Executive Officer, Brian Joiner
RESPONSIBLE OFFICER	Chief Executive Officer, Brian Joiner
DISCLOSURE OF INTEREST	CEO declares an impartiality interest being the Chairperson of the School Council
ATTACHMENT	1. Menzies shire letter of donation [12.2.7.1 - 1 page]

SUMMARY:

To provide Council with a request for donation from the Menzies Community School.

BACKGROUND:

The Menzies Community School is initiating a project to upgrade the school oval. The project consists of the installation of a nature play area, high school eating area and AstroTurf.

The total project cost is estimated at \$120,000. Funding for the project has been sourced from:

- Department of Finance - \$50,000.
- School Funded - \$40,000.

This leaves a shortfall of \$30,000 that the school has requested that the Shire cover.

COMMENT:

Policy 4.4 restricts donations to organisations that benefit the local community. Under the policy priority is given to organisations who demonstrate the funding will provide some benefit to the Shire's residents.

The Menzies Community School has approximately twenty (20) students from Menzies and surrounding areas. Staffing of the school is one of the primary sources of employment for Menzies residents.

CONSULTATION:

Megan Irving, Principal, Menzies Community School.

STATUTORY AUTHORITY:

Local Government Act 1995.

POLICY IMPLICATIONS:

Policy 4.4 - Donations, Sponsorship and Contributions.

FINANCIAL IMPLICATIONS:

\$30,000 will be reallocated from IO040 Kookynie Fencing to GL 2110718 OTH CUL – Community Grants Scheme. There will be no change to the Shire's net financial position.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
N/A		

STRATEGIC IMPLICATIONS:

1.1 An engaged and inclusive community.

1.1.1 Facilitate, encourage and support community volunteers, groups, events and initiatives.

1.1.3 Provide, maintain and improve community facilities.

4.1 A strategically focused Council, leading our community.

4.1.1 Provide strategic leadership and governance.

4.1.2 Effectively represent, promote and advocate for the community and district.

4.1.3 Encourage and support community engagement and collaboration.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council:

1. Approve a donation of \$30,000 to the Menzies Community School for the purpose of oval upgrades; and
2. Approve reallocating \$30,000 of funding from IO040 Kookynie Fencing to GL 2110718 OTH CUL – Community Grants Scheme.

COUNCIL DECISION:

That the item be tabled pending further investigation.

12.2.8	Southern Rangelands Pastoral Alliance request for ongoing financial support
LOCATION	Shire of Menzies
APPLICANT	External
DOCUMENT REF	NAM545
DATE OF REPORT	29 November 2021
AUTHOR	Chief Executive Officer, Brian Joiner
RESPONSIBLE OFFICER	Chief Executive Officer, Brian Joiner
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. 20211125 Menzies Shire [12.2.8.1 - 2 pages]

Cr Sudhir Sudhir left the meeting at 3.32pm.

SUMMARY:

To provide Council with a request for support from the Southern Rangelands Pastoral Alliance (SRPA).

BACKGROUND:

Information on the SRPA as provided in the funding request:

SRPA was established in response to the opportunities for funding that have emerged over the past few years, including the Federal Government's Future Drought Fund and the Southern Rangelands Revitalisation Project run by the Department of Primary Industries and Regional Development.

Prior to October 2020, Southern Rangelands pastoralists were unrepresented at a broad landscape level. SRPA is now beginning to meet the needs of the pastoral community in terms of attracting significant funding opportunities to rebuild agriculture and bring more prosperity to the regions. These funding opportunities can and will be delivered into your shire.

In order to have the significant impact we aim to deliver in the region, as a new organisation we require some financial support from you. In return, we can act as a vehicle to attract significant funding to improve the pastoral estate. We would like to form a mutually beneficial and collaborative relationship with Shires in the Southern Rangelands to ensure that we maximise any funding opportunities that come our way.

The SRPA Management Committee is comprised of pastoralists representing the Southern Rangelands, with even representation across the three Regional Biosecurity Groups (Carnarvon, Meekatharra and Goldfields Nullarbor). Several of

our committee members are also on their local shire council and we encourage you to seek their views on value of the SRPA as a new and exciting grower group.

SRPA aims to connect and support pastoral producers across the whole of the Southern Rangelands of Western Australia. Our vision is encapsulated in these four terms: Connected, Producer-Driven, Healthy Landscape, Better Business. Our Mission is “to lead change by sharing knowledge, and facilitating research and innovation based on industry needs”.

The funding request is for \$20,000 per annum over five (5) years.

COMMENT:

Shire of Menzies Policy 4.4 restricts Council donations, sponsorship and contributions to organisations that benefit the local community. Most of the pastoral leases within the Shire are owned by companies and there is no proven benefit to the community within the request.

Council has previously endorsed support for the Kalgoorlie Pastoralists Association through an upgrade of the Mt Celia Road stock grid.

CONSULTATION:

Nil.

STATUTORY AUTHORITY:

Local Government Act 1995

POLICY IMPLICATIONS:

Policy 4.4 - Donations, Sponsorship and Contributions.

FINANCIAL IMPLICATIONS:

Approval of the request would require \$20,000 of unbudgeted funding for this FY.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
N/A		

STRATEGIC IMPLICATIONS:

4.1 A strategically focused Council, leading our community.

4.1.1 Provide strategic leadership and governance.

4.1.2 Effectively represent, promote and advocate for the community and district.

4.2 An efficient and effective organisation.

4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

4.2.2 Provide appropriate services to the community in a professional and efficient manner.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council rejects the application for a contribution from the Southern Rangelands Pastoralists Alliance Inc.

COUNCIL DECISION:

Council Resolution Number:	CM-134
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Moved: Cr J Dwyer

Seconded: Cr I Baird

That Council rejects the application for a contribution from the Southern Rangelands Pastoralists Alliance Inc.

Carried	6 / 0
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For: Cr A Tucker, Cr G Dwyer, Cr I Baird, Cr J Dwyer, Cr P Warner and Cr S Baird

Against: Nil

12.2.9	Donation Request - Milpa Spinifex Arts Project
LOCATION	Tjuntjuntjara
APPLICANT	External
DOCUMENT REF	NAM546
DATE OF REPORT	13 December 2021
AUTHOR	Chief Executive Officer, Brian Joiner
RESPONSIBLE OFFICER	Chief Executive Officer, Brian Joiner
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. Project Proposal & Funding Request to The Shire of Menzies [12.2.9.1 - 6 pages]

SUMMARY:

To provide Council with a request for donation from the Milpa Spinifex Arts Project.

BACKGROUND:

Milpa is a creative media arts-based project that enables local people from Tjuntjuntjara to gain employment, gain new skills on how to operate digital equipment and tell local stories using multimedia. The Milpa project started in 2018, as an artistic initiative to provide a gateway for young artists to produce important works and films that capture and express their own unique ideas and cultural values, importantly continuing the legacy of the many great Spinifex Artists from this community.

This proposal requests financial support from the Shire of Menzies to provide funds to cover the costs of a three-week Milpa Project session operated by the Spinifex Arts Project. The requested funds will cover coordinator fees, administration, food and materials.

COMMENT:

Policy 4.4 restricts donations to organisations that benefit the local community. Under the policy priority is given to organisations who demonstrate that the funding will provide some benefit to the Shire's residents.

This project provides residents with a creative avenue to employment through being a skills based learning experience.

CONSULTATION:

Ange Leech, Milpa Spinifex Arts Project.

STATUTORY AUTHORITY:

Local Government Act 1995.

POLICY IMPLICATIONS:

Policy 4.4 - Donations, Sponsorship and Contributions.

FINANCIAL IMPLICATIONS:

\$9,500 will be reallocated from IO040 Kookynie Fencing to GL 2110718 OTH CUL – Community Grants Scheme. There will be no change to the Shire's net financial position.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
N/A		

STRATEGIC IMPLICATIONS:

1.1 An engaged and inclusive community.

1.1.1 Facilitate, encourage and support community volunteers, groups, events and initiatives.

1.1.2 Welcoming to all residents, strengthen community cohesiveness and participation.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council:

1. Approves a donation of \$9,500 to the Milpa Spinifex Arts Project for the purpose of completing the Boulder Camp Story; and
2. Approves reallocating \$9,500 of funding from IO040 Kookynie Fencing to GL 2110718 OTH CUL – Community Grants Scheme.

COUNCIL DECISION:

Council Resolution Number:	CM-135
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Moved: Cr J Dwyer

Seconded: Cr I Baird

That Council:

- 1. Approves a donation of \$9,500 to the Milpa Spinifex Arts Project for the purpose of completing the Boulder Camp Story; and**
- 2. Approves reallocating \$9,500 of funding from IO040 Kookynie Fencing to GL 2110718 OTH CUL – Community Grants Scheme.**

Carried	6 / 0
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For: Cr A Tucker, Cr G Dwyer, Cr I Baird, Cr J Dwyer, Cr P Warner and Cr S Baird

Against: Nil

12.2.10	Policy Review - Elected Members' ongoing professional development
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM547
DATE OF REPORT	21 October 2021
AUTHOR	Executive Officer, Eve Reitmajer
RESPONSIBLE OFFICER	Chief Executive Officer, Brian Joiner
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. Policy 1 12 Elected Members Ongoing Professional Development - Revised [12.2.10.1 - 4 pages]

SUMMARY:

To review Policy 1.12 Elected Members Ongoing Professional Development in accordance with legislative requirements.

BACKGROUND:

In accordance with s5.128 *Local Government Act 1995* a local government must adopt a policy in relation to the continuing professional development of council members; and must review the policy after each ordinary election.

Shire of Menzies adopted the policy in March. A local government election was held on 16 October 2021, triggering the requirement for the policy's review.

COMMENT:

Proposed amendments include removal of sections regarding payments, booking arrangements and expenses to be reimbursed, as these are duplicated in Policy 3.2 Conference, Meetings & Training – Attendance & Expenses, covered by the Salaries & Allowances Tribunal or are procedural in nature.

There has also been some minor reformatting.

Of note in the policy is the requirement for the elected member, upon return from any professional development event as detailed within this policy, where registration and other associated costs are met by the Shire, to provide a written report to the CEO on their attendance and the benefits to them and the Shire. This policy was developed by Moore Australia who advised this is required to support annual reporting required by legislation.

Should Council decide to not adopt the amendments to the policy, it will still have met its compliance requirements to review the policy in accordance with s5.128.

CONSULTATION:

Nil.

STATUTORY AUTHORITY:

Local Government Act 1995

5.128. Policy for continuing professional development

(1) A local government must prepare and adopt a policy in relation to the continuing professional development of council members.

*(5) A local government —
(a) must review the policy after each ordinary election*

POLICY IMPLICATIONS:

This policy should be read in conjunction with Policy 1.11 Attendance at Events.

FINANCIAL IMPLICATIONS:

Nil.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Implement and maintain risk management strategies through policies, procedures, processes and controls to protect Shire assets	Medium	Implementation of appropriate and effective internal controls to assist in legislative compliance, minimise the risk of fraudulent transactions and embody a culture of integrity

STRATEGIC IMPLICATIONS:

4.1 A strategically focused Council, leading our community.

4.1.1 Provide strategic leadership and governance.

4.2 An efficient and effective organisation.

4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

4.2.2 Provide appropriate services to the community in a professional and efficient manner.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council adopts the revised Policy 1.12 Elected Members Ongoing Professional Development.

COUNCIL DECISION:

Council Resolution Number:	CM-136
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Moved: Cr I Baird

Seconded: Cr J Dwyer

That Council adopts the revised Policy 1.12 Elected Members Ongoing Professional Development.

Carried	6 / 0
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For: Cr A Tucker, Cr G Dwyer, Cr I Baird, Cr J Dwyer, Cr P Warner and Cr S Baird

Against: Nil

12.2.11	Policy Review - Budget Preparation Timetable
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM548
DATE OF REPORT	07 December 2021
AUTHOR	Executive Officer, Eve Reitmajer
RESPONSIBLE OFFICER	Chief Financial Officer, Antonio Giometti
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. Policy 4 1 - Budget Preparation Timetable [12.2.11.1 - 4 pages]

SUMMARY:

This item recommends adoption of the amended Policy – 4.1 Budget Preparation Timetable.

BACKGROUND:

Noting preparations for the annual budget are due to get underway, it was considered timely to review the current policy. Proposed amendments have been drafted by the Chief Financial Officer to improve clarity as to what is required and align with the *Local Government Act 1995*.

COMMENT:

A comprehensive update of the current policy has been completed, with additional information included, providing clarity of what is required to ensure compliance with legislation and other Council policies. The preparation schedule has been improved to clearly set out what needs to be done and includes interactions / consultation with community and Elected Members, as well as Council approvals.

Information for the review has been sourced from WALGA and other Local Government areas.

CONSULTATION:

Brian Joiner, CEO.
Antonio Giometti, CFO.
WALGA.

STATUTORY AUTHORITY:

Local Government Act 1995

Section 6.2.(1) requires Council to prepare and adopt a budget for its Municipal fund.

Section 6.2.(2) requires Council to have regard to the contents of the Strategic Community Plan for the future of the district in preparation of the annual budget and to prepare estimates for revenues and expenditure in order to determine the amount required to be raised from rates.

Section 6.34 puts a limit on budget surpluses or deficits at no more than 10% of the rates amount required to achieve a balanced budget.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Nil

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Implement and maintain risk management strategies through policies, procedures, processes and controls to protect Shire assets	Medium	Implementation of appropriate and effective internal controls to assist in legislative compliance, minimise the risk of fraudulent transactions and embody a culture of integrity

STRATEGIC IMPLICATIONS:

1.1 An engaged and inclusive community.

1.1.3 Provide, maintain and improve community facilities.

4.1 A strategically focused Council, leading our community.

4.1.1 Provide strategic leadership and governance.

4.1.3 Encourage and support community engagement and collaboration.

4.2 An efficient and effective organisation.

4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council adopts the amended Policy 4.1 Budget Preparation Timetable.

COUNCIL DECISION:

Council Resolution Number:	CM-137
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Moved: Cr P Warner

Seconded: Cr I Baird

That Council adopts the amended Policy 4.1 Budget Preparation Timetable.

Carried	6 / 0
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For: Cr A Tucker, Cr G Dwyer, Cr I Baird, Cr J Dwyer, Cr P Warner and Cr S Baird

Against: Nil

12.2.12	Unconfirmed GVROC Council meeting minutes November 2021	
LOCATION	Shire of Menzies	
APPLICANT	Internal	
DOCUMENT REF	NAM549	
DATE OF REPORT	29 November 2021	
AUTHOR	Chief Executive Officer, Brian Joiner	
RESPONSIBLE OFFICER	Chief Executive Officer, Brian Joiner	
DISCLOSURE OF INTEREST	Nil	
ATTACHMENT	<ol style="list-style-type: none"> 1. Unconfirmed Minutes GVROC Council Meeting 26 11 21 [12.2.12.1 - 30 pages] 2. Action Sheet GVROC Meeting 26 November 2021 [12.2.12.2 - 2 pages] 	

SUMMARY:

This item recommends Council accepts the unconfirmed Minutes from the GVROC meetings of 26 November 2021.

BACKGROUND:

The Shire of Menzies is a member of the Goldfields Voluntary Regional Organisation of Councils (GVROC).

The unconfirmed minutes of each of the meetings are attached for Councillor information.

COMMENT:

The GVROC secretariat does not provide confirmed Minutes of the Meetings. Members are advised if the Minutes are amended at any future meetings.

Significant changes to the confirmed minutes will be provided to Council.

CONSULTATION:

Nil.

STATUTORY AUTHORITY:

Nil.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Council pays membership fees to the GVROC and contributes to projects organised by GVROC.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
N/A		

STRATEGIC IMPLICATIONS:

4.1 A strategically focused Council, leading our community.

4.1.1 Provide strategic leadership and governance.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council accepts the unconfirmed Minutes from the GVROC meetings of 26 November 2021.

COUNCIL DECISION:

Council Resolution Number:	CM-138
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Moved: Cr P Warner

Seconded: Cr I Baird

That Council accepts the unconfirmed Minutes from the GVROC meetings of 26 November 2021.

Carried	6 / 0
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For: Cr A Tucker, Cr G Dwyer, Cr I Baird, Cr J Dwyer, Cr P Warner and Cr S Baird

Against: Nil

13 INFORMATION REPORTS

OFFICER RECOMMENDATION:

That Council receives the information reports en bloc.

COUNCIL DECISION:

Council Resolution Number:	CM-139
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Moved: Cr P Warner

Seconded: Cr I Baird

That Council receives the information reports en bloc.

Carried	6 / 0
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For: Cr A Tucker, Cr G Dwyer, Cr I Baird, Cr J Dwyer, Cr P Warner and Cr S Baird

Against: Nil

13.1	Actions Performed under delegation for November 2021	
LOCATION	Shire of Menzies	
APPLICANT	Internal	
DOCUMENT REF	NAM516	
DATE OF REPORT	29 November 2021	
AUTHOR	Chief Executive Officer, Brian Joiner	
RESPONSIBLE OFFICER	Chief Executive Officer, Brian Joiner	
DISCLOSURE OF INTEREST	Nil	
ATTACHMENT	Nil	

SUMMARY:

To report to the Council actions performed under delegated authority for the month of November 2021.

COMMENT:

To increase transparency this report has been prepared for the Council to identify all actions performed under delegated authority for:

- Bushfire

- Common Seal
- Planning Approvals
- Building Permits
- Health Approvals
- Ranger Related Issues
- Mining / Exploration / Miscellaneous Applications

Bushfire

The following decisions were undertaken by the Shire of Menzies pursuant to the Bushfire matters for the month.

Date of decision	Decision ref:	Decision details	Applicant	Other affected person(s)

Common Seal

The following decisions were undertaken by the Shire of Menzies resulting in the use of the Common Seal for the month.

Date of decision	Decision ref:	Decision details	Applicant	Other affected person(s)
25/11/21	CM-108	Repeal Local Law 2021	Internal	
25/11/21	CM-109	Meeting Procedures Local Law 2021	Internal	
25/11/21	CM-110	Cemeteries Local Law 2021	Internal	
25/11/21	CM-111	Dogs Local Law 2021	Internal	
29/04/21	2162	Lease 53 Shenton Street	Donna Cavazzi	

Planning Approvals

The following decisions were undertaken by the Shire of Menzies pursuant to the Planning applications for the month.

Date of decision	Decision ref:	Decision details	Applicant	Other affected person(s)

Health Approvals

The following decisions were undertaken by the Shire of Menzies pursuant to Health approvals for the month.

Date of decision	Decision ref:	Decision details	Applicant	Other affected person(s)

Building Permits (including Septic Tank approvals)

The following decisions were undertaken by the Shire of Menzies pursuant to Building Permits (including Septic Tank approvals) for the month.

Date of decision	Decision ref:	Decision details	Applicant	Other affected person(s)

Ranger Related Dog Issues

The following decisions were undertaken by the Shire of Menzies pursuant to Ranger related dog issues for the month.

<i>Date of decision</i>	<i>Decision ref:</i>	<i>Decision details</i>	<i>Applicant</i>	<i>Other affected person(s)</i>

Applications

The following Mining/Prospecting/Exploration/Miscellaneous Applications were received for the month of November 2021.

Applicant Name	Application Type	Application Details

13.2	EHO report for November 2021
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM518
DATE OF REPORT	07 December 2021
AUTHOR	Chief Executive Officer, Brian Joiner
RESPONSIBLE OFFICER	Chief Executive Officer, Brian Joiner
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	Nil

SUMMARY:

To advise the council of the activities of the Environmental Health Officer / Building Surveyor for the month of November 2021.

BACKGROUND:

The Environmental Health Officer / Building Surveyor undertakes inspections in the Shire of Menzies in relation to legislative requirements as set out in the *Public Health Act 2016*, *Building Act 2011* and associated regulations.

COMMENT:

The following is a report of the monthly activities extracted from the report to the Chief Executive Officer from David Hadden, Environmental Health Officer / Building Surveyor.

Building

Prepared another building permit for the extended kitchen facility at Edjudina Station village camp while waiting for further plans to be submitted. The construction value is \$400,000.00. Northern Star Resources is proposing to double the current accommodation capacity at Edjudina Camp in the new year which will involve a further building application and wastewater treatment plant upgrade.

Dealt with another enquiry regarding building controls on one of the unserviced lots in town. Forwarded copies of Council's Planning Policies regarding these lots to the enquirer and have not heard anything more.

Dealt with many various enquiries relating to building services.

Health

The Police Commissioner (State Emergency Management Coordinator) is currently working on further Emergency Management Directions requiring Mandatory Vaccinations of certain groups of professions. Local Government at the start of the Pandemic was implored to remain open and service our individual local authorities to maintain rubbish services etc. Those same groups of professions, industries and worker groups can expect that mandatory vaccinations will be required of them in the near future as the issue is currently being debated in Parliament. Local Government workers are already required to be vaccinated if a lockdown is implemented and can expect to be targeted for mandatory vaccinations shortly due to the Government's phased in approach to introducing the Directions in which case it would be wise to start planning for such to ensure they are not caught short when new Directions are implemented.

The shire's refuse site is still noncompliant with licencing conditions and Environmental Protection (Rural Landfill) Regulations 2002 as there is evidence of waste oil and bitumen waste being dumped at the site. Windblown waste is still blowing around the site and outside the fenced area which is required to be collected weekly and buried. Putrescible (household) waste is not being covered in accordance with licence conditions which allows waste to blow away when windy conditions are experienced.

Carried out another inspection of the kitchen at the Menzies Hotel and new Café on Thursday 25th November and noted that the kitchens were being kept clean. The hotel currently has no chef so counter meals are unlikely to be available until new staff are engaged.

Dealt with many various enquiries relating to health services.

13.3	Compliance Calendar Update (November 2021)
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM520
DATE OF REPORT	15 November 2021
AUTHOR	Executive Officer, Eve Reitmajer
RESPONSIBLE OFFICER	Chief Executive Officer, Brian Joiner
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. 2021 Compliance Calendar November [13.3.1 - 1 page]

SUMMARY:

The Compliance Calendar has been created to track and centralise important dates and deadlines associated with the *Local Government Act 1995* and various other legislation and reporting obligations the Shire is required to undertake.

BACKGROUND:

The Shire is committed to maintaining its governance and compliance obligations under its 'Leadership Strategy: Responsible management and good governance, leading an empowered community'.

To assist the Shire in meeting its obligations the Compliance Calendar, a dynamic document, has been introduced for reporting to Council on a monthly basis.

Senior staff update the Compliance Calendar which outlines the status and progress of tasks, providing Council with a clear and concise snapshot of the Shire's current position on its obligatory regulatory requirements.

COMMENT:

All items on the Compliance Calendar for November 2021 have been met, except for the following item:

TASK	REASON FOR EXCEPTION
NOVEMBER	
Annual review of the Heritage Strategy	Annual review has been underway since the beginning of the year. Awaiting information from consultant.

Outstanding items from September and October are updated below:

TASK	REASON FOR EXCEPTION
SEPTEMBER	
Send out renewal notices for dog registration	Complete
OCTOBER	
Primary return for new Elected Members to be completed within 3 months of Election/Commencement date	Complete

13.4	Works report for November 2021
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM550
DATE OF REPORT	15 December 2021
AUTHOR	Chief Executive Officer, Brian Joiner
RESPONSIBLE OFFICER	Manager Works, Garth Marland
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	Nil

SUMMARY:

This report provides a summary of works conducted by the Shire of Menzies.

BACKGROUND:

The Shire's works crew conducts and supervises a range of works. This report provides visibility in regard to the works program and issues arising through the works section.

COMMENT:

Maintenance Grading

Maintenance Grading was confined to Evanston Menzies Road and smaller roads leading off that one. In several areas clearing of the verge was required due to vegetation encroaching onto the roads.

Private contractors east of the highway worked down towards Kookynie and completed grading of Malcom's Road.

Construction Works

Work progressed well on Menzies North West Road. Once floodways are completed and stabilised this road will be ready for seal in early December.

Work on Evanston Menzies Road was restricted to the delivery of basecourse material and work will not progress further until after sealing of North West Road.

Work has continued on Tjuntjuntjara Access Road and this work should soon be completed. Delays occurred due to the recent heavy rains.

Airstrips

We have still to catch up with weed growth on both Menzies and Kookynie Airstrips. Both strips are inspected on a regular basis. Cattle tracks are forming across Kookynie Airstrip in several locations, with one being more defined than the others.

Windscreens appear to be in satisfactory condition.

Works Health and Safety

Staff have been instructed on different aspects of the new WHS Laws. This is an ongoing education process including new instructions and reinforcing of older ones.

The workplace continues to improve as far as safety is concerned. Testing and tagging of electrical cords has been completed, fire extinguishers past their expiry date have been replaced, shelving and cupboards have been installed and an ongoing exercise to store items correctly is occurring.

Workers have received instructions on digital recording of incidents and plant and vehicle pre-starts.

Depot

Further to the above, the depot is being continually improved as far as tidiness is concerned. Old items which have no further use are being disposed of.

Our new depot office is proceeding well, and the units should be ready for inspection in Perth by the end of December.

Some modification to existing depot buildings will also be required under our maintenance program.

Tourist Sites and Truck Bay

Normal maintenance works and garbage collection have been carried out at all sites. No major problems have occurred. Tourist numbers have fallen greatly, though some people are still visiting. Any complaints such as blocked toilets, damaged items or full toilets and dump points have been quickly acted upon and no repeated complaints have been received.

Other Works

Staff have been heavily involved in general works around town such as mowing, line trimming and rubbish clean up and collection. This has included work on Council owned properties which are used as short-term rental properties.

The local school has been assisted with several small matters such as moving heavy items.

All outside staff have worked well and are continually being educated in new items.

13.5	WHS update for November 2021
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM551
DATE OF REPORT	15 December 2021
AUTHOR	Chief Executive Officer, Brian Joiner
RESPONSIBLE OFFICER	Chief Executive Officer, Brian Joiner
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	Nil

SUMMARY:

To report to Council on the WHS actions undertaken to improve safety and reduce organisational risk during the month of November 2021.

BACKGROUND:

WHS Committee meetings are now being held quarterly to align with reporting to the Audit and Risk Committee.

COMMENT:

To ensure that Council has appropriate oversight of safety management activities this information report is produced with key activities undertaken.

- An order for wall mounted First Aid Kits and Eye Wash bottles has been placed for Mechanics Shed, CRC and Water Park.
- Additional 1kg DCP (Dry Chemical Powder) Fire Extinguishers have been ordered for 3 light vehicles.
- The Shire Depot Yard has continued with minor clean ups/housekeeping.
- Still finding unlabelled containers of chemicals – these have been subsequently labelled with the material name and some SDS warning.
- Several Spill Kits have been ordered and received. These have been placed in all Chemical Storage locations as well as the bulk fuel and Mechanics Shed.
- Continuing with housekeeping and educating Shire employees in this regard and WHS in general.
- Core Business consultants were on site for a final wrap up regarding the WHS situation for the Shire of Menzies. A final report was issued.
- Completed a monthly Depot and Caravan Park workplace inspection. No significant issues were identified.
- Property Condition Report (PCR) was completed on 29A Shenton Street.
- Continuing with First Aid kit and Fire Extinguishers / Blanket periodic inspections.

13.6	Community Services Report for November 2021
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM552
DATE OF REPORT	15 December 2021
AUTHOR	Chief Financial Officer, Antonio Giometti
RESPONSIBLE OFFICER	Chief Financial Officer, Antonio Giometti
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	Nil

SUMMARY:

The purpose of this report is to advise Council of Community Service Activities for the month of November 2021.

BACKGROUND:

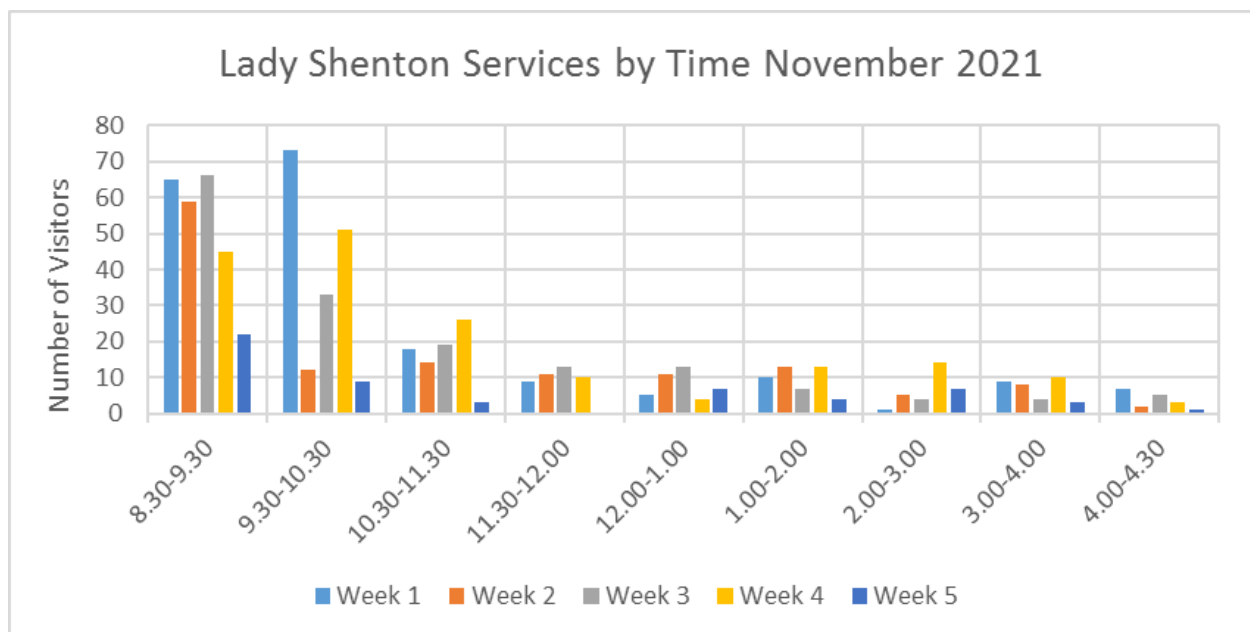
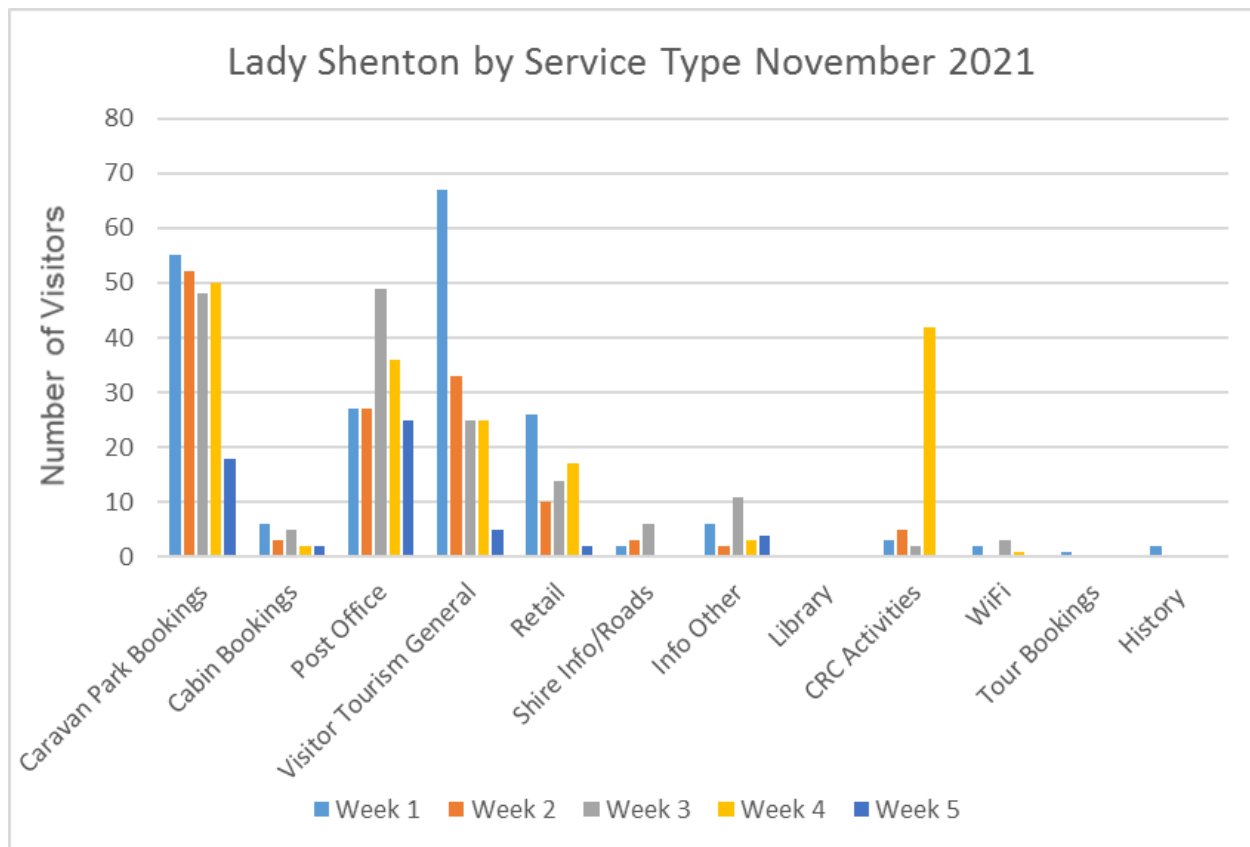
The Lady Shenton Building accommodates the Community Resource Centre, Menzies Visitor Centre and the Menzies Caravan Park management.

The Youth Centre Ngalipaku Building forms a key part of the Menzies Youth and Community Precinct and operates as a space to host youth and community events.

COMMENT:

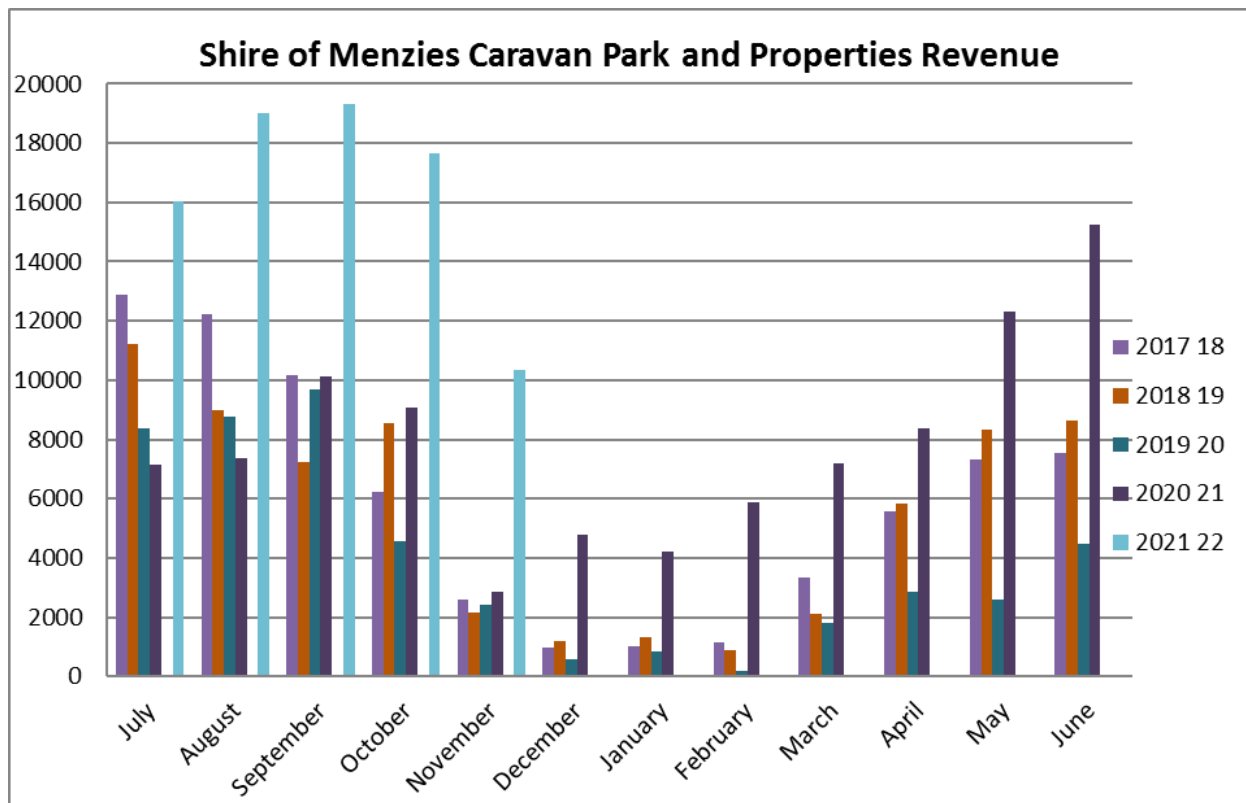
Lady Shenton

The Lady Shenton received 728 visitors in November 2021.



Caravan Park

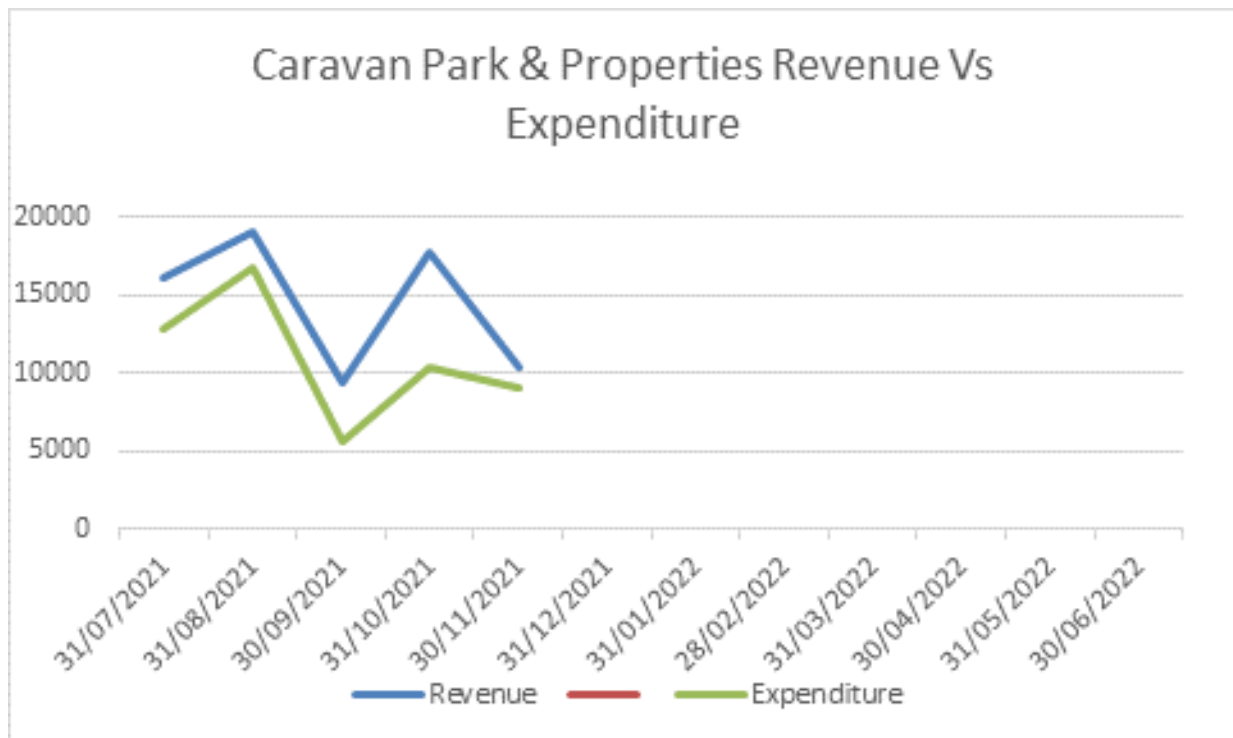
There were 223 caravan park bookings and revenue fell by 45.1 per cent to \$8,093.00 in November 2021.



Annual takings for the Shire of Menzies Properties Year 2020-21:

	Cabin A	Cabin B	12A Walsh	29A Shenton	Accounts	Caravan Park	Total (Monthly)	Consultants
Jul-21	\$3,938.00	\$5,148.00		\$396.00		\$11,884.00	\$21,366.00	\$1,012.00
Aug-21	\$1,342.00	\$3,872.00		\$195.00		\$12,150.00	\$17,559.00	\$405.00
Sep-21	\$143.00	\$1,056.00		\$1,553.00	\$2,618.00	\$14,162.00	\$19,532.00	\$530.00
Oct-21	\$2,354.00	\$1,650.00	\$405.00	\$650.00	\$3,668.00	\$14,736.00	\$23,463.00	\$405.00
Nov-21	\$1,166.00	\$635.00	\$265.00	\$810.00	\$3,665.00	\$8,093.00	\$14,634.00	\$1,136.00
Dec-21								
Jan-22								
Feb-22								
Mar-22								
Apr-22								
May-22								
Jun-22								
YTD Total	\$8,943.00	\$12,361.00	\$670.00	\$3,604.00	\$9,951.00	\$61,025.00	\$96,554.00	\$3,488.00

This month's report includes additional information regarding caravan park expenditure and revenue:



To note the Caravan Park includes the following:

- 26 powered sites
- 6 unpowered sites
- A Block – 3 male, 3 female & 1 disabled toilet/shower
- B Block – 3 male, 3 female & 1 disabled toilet/shower
- 2 washing machine & dryers

Youth Centre and General Community Services

After school youth engagement activities commenced on 10 November 2021, and attendance has been as low as 3 to as high as 11 youths. Activities such as making a Christmas card, bracelets, lantern and stress balls has been undertaken.

14 ELECTED MEMBER MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

15 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

Nil.

16 BEHIND CLOSED DOORS - CONFIDENTIAL REPORTS

Nil.

17 NEXT MEETING

The next meeting will be held on 27 January 2022 at the Shire Offices in Menzies commencing at 1.00pm.

18 CLOSURE OF MEETING

The Shire President declared the meeting closed at 4.14pm.